



February 17, 2016

TO: Chief Operating Officer and Vice Presidents

FROM: George W. Hynd *[Signature]*
President

RE: Purchasing Commitment Authority – Revised

Value of Purchase	CT	AP/IC	Academic	Executive
\$5K	C6 and below			
\$10K	C7 and above	K-M	Instructors	
\$20K		N-P		
\$30K		Q-R	Professors	
\$40K			Chairs	
\$50K		S-W	Academic Administrators	
\$75K			Deans	
\$100K				Vice Presidents*
\$200K				Senior Vice President for Academic Affairs and Provost Vice President for Finance and Administration*
\$350K				Chief Operating Officer
\$1M, with \$500K Reported to the Board				President
>\$1M				Board of Trustees

*Vice President for Finance and Administration (\$200,000) and Vice President for Student Affairs (\$100,000) are approved to spend Auxiliary budget beyond the approved expense totals, but only to the extent of their individual spending authority and only to the extent that the Auxiliaries' forecasted year end fund balance is not compromised.

To determine spending authority for employee classifications not represented above, please contact the AVP Controller's office.