

# Campus Life Division Security Matrix

	Department Administrator	Dean / Director	Vice President; Executive Director	CFO	Sr. Vice President
<b><u>Procurement Card</u></b>					
Departmental Staff Pcard Statements		<b>X</b>			
Dean/Director Pcard statements			<b>X</b>		
VP; Exec. Director Pcard statements				<b>X</b>	
New account requests				<b>X</b>	
<b><u>Procurement Services (1)</u></b>					
Requisitions < \$1500	<b>X</b>	<b>X</b>			
Requisitions <\$100,000			<b>X</b>	<b>X</b>	
Requisitions >\$100,000				<b>X</b>	<b>X</b>
Invoices (direct pay) <\$1500		<b>X</b>			
Invoices (direct pay) <\$10,000			<b>X</b>		
Invoices (direct pay) <\$100,000				<b>X</b>	
Invoices (direct pay)> \$100,000					<b>X</b>
<b><u>Personnel (2)</u></b>					
Staff offer letters <\$100k			<b>X</b>	<b>X</b>	
Staff offer letters >\$100k				<b>X</b>	<b>X</b>
Merit increase letters				<b>X</b>	<b>X</b>
Recruitment action			<b>X</b>	<b>X</b>	<b>X</b>
<b><u>Contracts (incl. grants)</u></b>					
Contracts < \$50,000			<b>X</b>		
Contracts < \$250,000					<b>X</b>

Example:

(1) -any rows with more than one 'x' must be approved by each position indicated.

- Dollar limits indicate the **minimum** required signing authority (for example: While the CFO has authority to approve a requisition less than \$1,500, it is not required.)

(2) - Personnel letters will still be issued by the employee's supervisor, however, the letters **must** be reviewed and approved prior to issuance.