

Candler Signature Grid

This grid indicates the required approval level or signature authority for various financial documents

| | Director of YTI Note 1 | Director of Faith and the City Note 2 | Director of Turner Village Note 3 | Director of Financial Aid Note 4 | Director of Black Church Studies Note 2 | Director of OCME Note 5 | Assistant Dean of Worship Note 2 | Director of WMEI Note 6 | Librarian Note 7 | Director of Finance & Administration Note 8 | Assoc. Dean of Faculty Note 9 | Dean | Provost |
|---|------------------------------|--|--|--|---|-------------------------------|---|----------------------------------|---------------------|--|--|------|---------|
| Contracts & Purchases at or below \$25,000 | X | X | X | X | X | X | X | | | | | | |
| Contracts & Purchases at or below \$50,000 | | | | | | | | X | | | | | |
| Contracts & Purchases at or below \$75,000 | | | | | | | | | X | X | X | | |
| Contracts & Purchases at or below \$250,000 | | | | | | | | | | | | X | |
| Contracts & Purchases at or above \$250,000 | | | | | | | | | | | | | X |

Note 1: Limited to contract letters for summer staffing and honorariums.

Note 2: Limited to honorariums.

Note 3: Limited to general service contracts.

Note 4: Limited to financial aid awards.

Note 5: Limited to honorariums and space rental.

Note 6: Limited to honorariums, space rental, and international travel services.

Note 7: Limited to honorariums and library staff contract letters.

Note 8: Limited to general contracts and staff contract letters.

Note 9: Limited to contract letters for visiting professors, adjuncts, and contextual education supervisors.

Signature Grid