

## Emory S.O.N Signature Grid

This grid indicates the approval level or signature authority for various financial and grants documents, and contracts with clinical agencies for student training purposes.

	Administrative Director of Academic Affairs	Associate Director of Business and Finance	Senior Associate Dean of Administration	Dean
Contracts & Purchases at or below \$10,000		X	X	
Contracts & Purchases at or below \$50,000			X	X
Contracts & Purchases at or below \$250,000			X	X
Contracts & Purchases at or above \$250,000				X
Grants & Contracts CAS Exception Requests		X	X	
Grants & Contracts Matching Funds Approval			X	X
Grants & Contracts cost transfers (amounts below \$10K, less than 90 days)		X	X	
Grants & Contracts cost transfers (amounts above \$10K, or greater than 90 days)		X	X	
Retroactive Salary Transfers		X	X	
Staff Offer Letters (less than \$250,000)			X	X
Faculty Offer Letters (less than \$250,000)			X	X
Faculty or Staff Offer Letters at or above \$250,000			X	
Contracts with Clinical agencies for student training purposes	X		X	