

Emory Healthcare Authority Matrix, March 2007

Transaction Type	Manager-Hospitals	Director-Hospitals	Section Manager-EC	Section Administrator-EC	Section Head-EC	Administrator/Senior Director	President & CEO-EH	Chairman EHC/CEO WHSC
Purchase Requests-Capital	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$50,0001	Initiate/Approve < \$500,001	Initiate/Approve < \$750,001
Purchase Requests-Operating	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve
Contract Administration Form	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$50,0001	Initiate/Approve < \$500,001	Initiate/Approve < \$750,001
Check Requests	Initiate/Approve < \$5,001	Initiate/Approve < \$5,001	Initiate/Approve < \$1,001	Initiate/Approve < \$2,501	Initiate/Approve < \$5,001	Initiate/Approve < \$50,0001	Initiate/Approve < \$500,001	Initiate/Approve < \$750,001
Petty Cash- \$50 Limit	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve
Travel Requests	Initiate/Approve	Initiate/Approve	Initiate/Approve < \$1,001	Initiate/Approve < \$2,501	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve
Expense Reimbursement	Initiate/Approve	Initiate/Approve	Initiate/Approve < \$1,001	Initiate/Approve < \$2,501	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve
Overtime Requests	Approve	Approve	Approve	Approve				
Temporary Help/Agency	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve
Salary Changes-Merit	Initiate	Initiate/Approve after HR Review						
Salary Changes-Promot/Trans	Initiate	Initiate/Approve after HR Review						
Salary Changes-Mkt./Ret.	Initiate	Initiate/Approve after HR Review						
FTE Requests-Replacement	Initiate	Initiate/Approve						
FTE Requests-New	Initiate	Initiate	Initiate	Initiate	Initiate/Approve	Initiate/Approve	Initiate/Approve	Initiate/Approve
Pricing Policy/Annual Increases						Initiate/Approve	Initiate/Approve	Initiate/Approve
Managed Care Contracts						Initiate/Approve	Initiate/Approve	Initiate/Approve
Diversion						Initiate/Approve	Initiate/Approve	Initiate/Approve
Media Releases						Initiate/Approve	Initiate/Approve	Initiate/Approve
Legal Services-Designated Counsel	Initiate	Initiate	Initiate	Initiate	Initiate	Initiate/Approve	Initiate/Approve	Initiate/Approve
Legal Services- Local Counsel	Initiate	Initiate	Initiate	Initiate	Initiate	Initiate/Approve	Initiate/Approve	Initiate/Approve
Pricing Policy/Annual Increases						Initiate/Approve	Initiate/Approve	Initiate/Approve
Signing of Contracts		Director, Materials Management Assistant Director, Materials	Manager, Purchasing Director, Facilities			Specify Contract Types	Initiate/Approve	Initiate/Approve