

## Emory College Signature Grid

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

	Department Administrator (note 3)	Department Chair	College Grants Manager	College Senior Accountant	Associate Director of Grants Mgmt	Others (note 1)	College CFO	Senior Assoc. Dean for Academic Planning	Senior Assoc. Dean of Faculty	Dean	Provost
Contracts & Purchases <sup>note 5</sup> at or below \$10,000	X	X									
Contracts & Purchases at or below \$50,000 <sup>note 4</sup>				X		X		X		X	
Contracts & Purchases at or below \$250,000 <sup>note 4</sup>							X	X		X	
Contracts & Purchases at or above \$250,000											X
Grants & Contracts CAS Exception Requests <sup>note 2</sup>			X <sup>note 4</sup>		X <sup>note 4</sup>		X <sup>note 4</sup>				
Grants & Contracts Matching Funds Approval <sup>note 2</sup>							X			X	
Grants & Contracts Course Release Approval <sup>note 2</sup>									X		
Grants & Contracts cost transfers (amounts below \$10K, less than 90 days) <sup>note 2</sup>			X <sup>note 4</sup>		X <sup>note 4</sup>		X <sup>note 4</sup>				
Grants & Contracts cost transfers (amounts above \$10K, or greater than 90 days) <sup>note 2</sup>					X <sup>note 4</sup>		X <sup>note 4</sup>				
Retroactive Salary Transfers <sup>note 2</sup>			X <sup>note 4</sup>		X <sup>note 4</sup>		X <sup>note 4</sup>				
Staff Offer Letters (less than \$250,000) <sup>note 4</sup>						X	X	X		X	
Faculty Offer Letters (less than \$250,000) <sup>note 4</sup>									X	X	
Faculty or Staff Offer Letters at or above \$250,000											X
Department Chair and Program Director expense reimbursements <sup>note 4</sup>				X			X				
Department Chair and Program Director P-card statements <sup>note 4</sup>				X			X				

Note 1: College Director of Operations, Director of CIPA

Note 2: must also have department chair's signature

Note 3: If sub-delegation letter has been issued

Note 4: Any of those listed may sign

Note 5: Purchases include all transactions that result in a University payment, no matter the mechanism

Note 6: All HR transaction must be processed by the College Office