

Executive Vice President for Finance & Administration Signature Grid

This grid indicates the required approval level or signature authority for various documents for those who report to the Executive Vice President for Finance & Administration

	Executive Vice President	Vice President for Finance	Vice President and Chief Investment Officer	Vice President and Chief Information Officer	Vice President for Campus Services	Chief Audit Officer	Vice President for Human Resources	Associate Vice President for Administration	Assistant Vice President for Business Management	Associate Vice President for Research (OTT)
Contracts & Purchases at or below \$100,000note 1	X					X			X	
Contracts & Purchases at or below \$250,000note 1	X	X	X	X	X		X			X
Contracts & Purchases at or above \$250,000note 1	X									
Agreements Related to Grants & Contracts note 2	X									
Agreements related to Board approved bond issuances	X	X								
Third-Party and Financing Agreements at or below \$250,000	X	X								
License, Computer Hardware, Software Agreements at or below \$250,000note 3	X			X						
Agreements Related to Approved Capital Projects note 4	X				X					
Legal Plan Documents and Annual Filings for Benefits Plans	X						X			
Agreements for Board Approved Investments or Funds Transfers note 5	X		X							
Staff Offer Letters (less than \$250,000)	X	X	X	X	X		X			X
Specialized OTT Agreements in excess of \$250,000note 6	X									X
Legal Fee/Patent Agreements in excess of \$250,000note 7	X									
Agreements Specifically Delegated by the President, EVP or Board	X	X	X	X	X	X	X	X	X	X
All Contracts for Real Estate Leasing and Acquisition note 8	X								X	

General Notes:

- Note 1: Contracts consist of professional consulting and independent contractor agreements, personnel/settlement agreements, speakers agreements and similar contracts.
- Note 2: These agreements include those containing terms and conditions for research, sponsored training, and other sponsored activities
- Note 3: These agreements for Emory Healthcare must be co-signed by the CEO of Emory Healthcare.
- Note 4: These agreements include new projects and renovations for approved capital projects of up to \$1 million.
- Note 5: Agreements pertaining to investment management are also subject to Board approved policies governing the Emory Investment Management Office.
- Note 6: Specialized agreements include license, confidentiality, non-disclosure, materiel transfer, restricted disclosure, royalty sharing, release, patent, intervention, termination, stock purchase, shareholder, promissory note, assignment, registration and inter-institutional agreements.
- Note 7: These agreements must be done in consultation with the Executive Vice President for Finance and Administration.
- Note 8: Agreements for the lease or acquisition of real estate are subject to Board approved policies and procedures.