

Signature Authority Grid - Rollins School of Public Health



	Emory Provost	Dean	Executive Associate Dean, Academic Affairs	Associate Dean, Administration and Finance	Director, Business and Finance	Director, Human Resources
Contracts and purchases \$250,000 or above	X					
Contracts and purchases below \$250,000				X	X	
Faculty offer letters with base salary of \$250,000 or above	X					
Faculty offer letters with base salary below \$250,000		X	X	X		
Staff Offer Letters				X	X	X
P-Card Authorizations				X	X	
Travel Card Authorizations				X	X	
Retroactive transfers exceeding 90 days				X	X	
Cost accounting standards exception requests				X	X	