

Yerkes Research Center Signature Grid									
This grid indicates the required approval level or signature authority for various financial and grants documents									
	Division Administrator (note 3)	Department/ Division Director	Yerkes Research Administrators	Grants Mgr and/or B&F Manager (note 1)	Others (note 2)	Assoc. Dir./Finance & Rsch Admin (CFO)	Assoc. Dir./Sci. Programs	Director	EVPHA or Provost
Contracts & Purchases at or above \$500	X								
Contracts & Purchases at or above \$1,500			X ^{note 6}						
Contracts & Purchases at or above \$5,000				X ^{note 6}					
Contracts & Purchases ^{note 5} at or above \$10,000						X ^{note 6}			
Contracts & Purchases at or below \$50,000 ^{note 4}						X ^{note 6}	X ^{note 6}	X ^{note 6}	
Contracts & Purchases at or below \$250,000 ^{note 4}						X ^{note 6}	X ^{note 6}	X ^{note 6}	
Contracts & Purchases at or above \$250,000									X
Grants & Contracts CAS Exception Requests						X			
Grants & Contracts Matching Funds Approval ^{note 4}						X		X	
Grants & Contracts cost transfers (amounts below \$10K, less than 90 days)			X ^{note 4}	X ^{note 4}		X ^{note 4}			
Grants & Contracts cost transfers (amounts above \$10K, or greater than 90 days)						X			
Retroactive Salary Transfers ^{note 4}			X ^{note 4}	X ^{note 4}		X ^{note 4}			
Staff Offer Letters (less than \$250,000) ^{note 2}					X	X	X	X	
Faculty Offer Letters (less than \$250,000) ^{note 4}						X	X	X	
Faculty or Staff Offer Letters at or above \$250,000									X
Note 1: Hanfman or Hammond									
Note 2: Verena D'Mellow									
Note 3: If determined by Division Director									
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: Requires signature by previous level signer(s) first									