

Delegation of Authority			Draft		updated 11/04/11			
<p>In the Texas State University System's Rules and Regulations, Chapter III, 10.23, The President may delegate power to contract, purchase, or enter into agreements of less than \$500,000 to other employees of the Component. Such delegation must be specific and in writing to be effective. The President will remain responsible for all contracts, purchases, and agreements for sums under \$500,000 and for the proper administration of all grants and agreements funded by private individuals, governmental agencies, and foundations, regardless of of delegation of power to contract, purchase, or enter into agreement. In the Texas State University System's Rules and Regulations, Chapter III, 1.31, the President may delegate budget adjustments of less than \$100,000 to other employees of the Component.</p>								
Position	Purchase Orders/P-Card Approval	Cash Reimbursements	Change of Budget	Travel				
President	\$ 500,000.00	\$ 100,000.00	over \$100,000	foreign, O/S	per TSUS rules, the President may delegate signature authority for out of state travel, but must personally sign all foreign travel.			
Signature authority is extended to persons with the following titles with permission of the appropriate supervisor and/or account manager:								
Financial Mgr (regardless of title)	ALL	ALL	ALL	ALL				
Vice President for Finance & Oper.	\$ 200,000.00		up to \$100,000	Out of State				
Vice President	\$ 150,000.00	\$ 2,000.00	up to \$20,000	Out of State				
Dean	\$ 50,000.00	\$ 1,000.00	up to \$20,000	Out of State				
Assistant Dean	\$ 20,000.00							
Assoc. Vice President	\$ 50,000.00							
Assistant Vice President Infor Resources	\$ 50,000.00							
Athletic Director	\$ 50,000.00							
Assistant to President	\$ 5,000.00							
Assistant to the Dean	\$ 5,000.00							
Assistant to VP	\$ 2,500.00							
Assistant to VP/Provost	\$ 5,000.00							
Assistant Vice President	\$ 10,000.00							
Controller	\$ 20,000.00							
Director	\$ 20,000.00							
Associate Controller	\$ 10,000.00							
Associate Dean	\$ 20,000.00							
Associate Director	\$ 20,000.00							
Associate Director of Procurement	\$ 150,000.00							
Department Chair	\$ 20,000.00							
Admin. Assistant-Sr.	\$ 5,000.00							

	Purchase		Cash		Change of				
Position	Orders/P-Card Approval		Reimbursements		Budget		Travel		
Administrative Budget Mgr.	\$ 10,000.00								
Administrative Coordinator	\$ 5,000.00								
Administrative Secretary	\$ 5,000.00								
Assistant to Associate Provost	\$ 5,000.00								
Assistant Director	\$ 5,000.00								
Assistant Internal Auditor	\$ 5,000.00								
Assistant Office Manager	\$ 5,000.00								
Assistant Registrar	\$ 5,000.00								
Associate VP for Business Services	\$ 200,000.00								
Head Coach	\$ 20,000.00								
Acting Assoc. Dean	\$ 50,000.00								
Acting Dean	\$ 50,000.00								
Principal Investigator	\$ 10,000.00								
Purchaser Assistant	\$ 20,000.00								
Purchaser I	\$ 50,000.00								
Purchaser II	\$ 70,000.00								
Registrar	\$ 20,000.00								
Payments/transactions other than those specifically referenced above:									
The delegations for recommended above apply only to purchases made with purchases orders and/or the University P-Card. Any payment made by Direct									
Pay (local voucher with no PO) presented for payment without a purchase order must have the signature of the person designated as the Financial Manager									
for the FOAP indicated on the payment/transaction. If the amount of the payment on the Direct Pay (payment without a purchase order) exceeds the amount									
approved above for that financial manager, a supervisor of that manager who has that level of signature authority must approve the payment/transaction.									