

**PURCHASE SIGNING AUTHORITY — QUICK REFERENCE GUIDE**

**College Personnel With First Level Signing Authority (valued at \$3,000 or below) — Page 2; Sections A.2 and A.7**  
**First Level Signing Approval is required on all purchasing documents regardless of value.**

Executive Deans, Deans, & Associate Deans	Executive Directors & Directors		Vice Presidents & Associate Vice Presidents	Executive Assistants	Other Authorized Signers
Chippi Bello Leann De Luna (I) Nancy Dick Shanon Ehmke-Reedy (A) Derek Levy -Athletics (A) Dalila Paredes (A)	Cheryl Allendoerfer Lianne Almughirah Jason Brandon David Berner Renée Burchfield Cat Chiappa Kim Clark Wendy Coates Greg Cranson Derek Levy - Athletics (A) Gary Fantozzi Bo Fu Savena Garrett	Randy Gottfried Lauren Hadley Junaid Haq Mari Kosin Dawn Lowe-Wincentsen Sundi Musnicki Brigid Nulty Romina Plozza Amy Rovner Melanie Ruiz Stephanie Sareeram Veronica Zura	Ann Garnsey-Harter Erwin Johnson (A) Derek Levy (A) Joe Mazur Samira Pardanani Lucas Rucks (A)	Theresa Harrington Gayla Hocker Alex Mitu Alejandra Salgado Lori Yonemitsu	

**College Personnel With Second Level Signing Authority — Page 2; Sections A.2 and A.7**  
**Second Level Signing Approval is required on all purchasing documents valued between \$3,000 - \$50,000.**

Vice President of Diversity, Equity & Inclusion	Associate VP, Planning & Institutional Effectiveness	Vice President of Instruction	Associate VP, International Education & Global Engagement	Vice President Student Support Services	VP of Business & Administrative Services
Erwin Johnson (A)	Ann Garnsey-Harter	Lucas Rucks (A)	Samira Pardanani	Derek Levy (A)	Joe Mazur

**College Personnel With Third Level Signing Authority — Page 2; Section A.6**  
**Third Level Signing Approval is required on all purchasing documents valued at \$50,000 and above.**

Jack S. Kahn, PhD, President or Administrator In Charge (AIC)

**NOTES:** Purchase of all technology items, including hardware, software, peripherals, accessories, and application service provider services, must be approved for conformity with College standards by Technology Support Services prior to signature by the Purchasing Signer. Purchases of all media, including audio and video equipment and services, must be approved for conformity with College standards by the Classroom Support Services team prior to signature by the Purchasing Signer. The technical approval of these items will be indicated by a signature, but this signature does not in itself constitute signing authority for purchasing. Page 2, Section A.3

**CONTRACT SIGNING AUTHORITY — QUICK REFERENCE GUIDE**

**Contracts — Vice President of Business & Administrative Services (VPBAS)**

Joe Mazur, MS-CIS, CPA

Permission to negotiate contracts, including personal services contracts and non-employee agreements for services must be granted by the President or the Vice President of Business & Administrative Services prior to negotiating the contract. The Vice President of Business & Administrative Services will be the person giving such permission unless the President specifically designates other vice presidents as having authority to negotiate certain contracts. Page 2; Section A.3

**IMPORTANT:** All contracts valued above \$50,000 must be signed by the President in addition to signature approval by the VPBAS.

Please reference the Signing & Contracting Authority document dated 05.16.2011 for complete details regarding signing, receiving reports, contracts, and travel guidelines.

(A) - Acting  
(I) - Interim

