

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 VPs	Executive Assistants	Other Authorized Signers	
Chippi Bello	Cheryl Allendoefer	Junaid Haq	Ryan Aiello, PhD	Maiya Bailey		
Orlando de Lange	Lianne Almughirah	Jeff Janosik	Ann Garnsey-Harter, PhD	Julie Bathke		
LeAnn De Luna	Jason Brandon	Mari Kosin	Brian Crisanto Ramos	Gayla Hocker		
Shanon Emke-Reedy (A)	David Berner, PhD	Scott Kurashige	Joe Mazur	Alejandra Salgado		
Derek Levy	Cat Chiappa	Belle Lamb	Samira Pardanani	Lori Yonemitsu		
Dalila Paredes (A)	Kim Clark	Miranda Levy	Lucas Rucks, PhD			
Stephanie Sareeram	Wendy Coates	Dawn Lowe-Wincentsen	Ben Weng, PhD			
Jessica Strickland (A)	Cameron Dollar	Soroush Maleki				
	Greg Cranson	Sundi Musnicki (A)				
	Gary Fantozzi	David Owens				
	Bo Fu	Romina Plozza				
	Savena Garrett	Amy Rovner				
	Randy Gottfried	Melanie Ruiz				
	Lauren Hadley	Veronica Zura				

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 \$3000 - \$50,000.

Vice President Student Services	Vice President of Diversity, Equity, Inclusion & Access.	Associate VP, Planning & Institutional Effectiveness	Vice President of Business & Admin. Services	Associate VP, Int'l Education & Global Engagement	Associate VP of Business Prgms & Strategic Partners	Vice President of Instruction
Ryan Aiello, PhD	Brian Crisanto Ramos	Ann Garnsey-Harter, PhD	Joe Mazur, MS-CIS, CPA	Samira Pardanani	Lucas Rucks, PhD	Ben Weng, PhD

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

