

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.						
Vice Presidents & Associate VPs	Executive Directors & Directors		Executive Deans, Deans, & Associate Deans	Executive Assistants	Other Authorized Signers	Notes
Ryan Aiello, PhD Wendy Coates, CFRE Ann Garnsey-Harter, PhD Brian Crisanto Ramos Joe Mazur Samira Pardani Lucas Rucks, PhD	Cheryl Allendoefer Lianne Almughirah Jason Brandon David Berner, PhD Cat Chiappa Kim Clark Cameron Dollar Greg Cranson Gary Fantozzi Bo Fu Savena Garrett Lauren Hadley Junaid Haq	Jeff Janosik Mari Kosin Scott Kurashige Belle Lamb Miranda Levy Dawn Lowe-Wincentsen Soroush Maleki, EMPA David Owens Romina Plozza Amy Rovner Melanie Ruiz Lavina Searight Veronica Zura	Tsai-En Cheng Shanon Emke-Reedy Derek Levy Dalila Paredes Stephanie Sareeram Jessica Strickland	Maiya Bailey Julie Bathke Gayla Hocker 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 \$3000 - \$50,000.						
VP of Student Affairs VP of Academic Affairs (A)	Associate VP of Development & Community Engagement Advcmnt & Found.	Associate VP of Planning, Inst'l. Eff. & Project Mgt.	Vice President of Business & Admin Svcs.	Associate VP of Int'l Education & Global Engagement	VP of the Office of Yahaʻw	Associate VP of Business Programs & Strategic Partners
Ryan Aiello, PhD	Wendy Coates, CFRE	Ann Garnsey-Harter, PhD	Joe Mazur, MS-CIS, CPA	Samira Pardani	Brian Crisanto Ramos	Lucas Rucks, 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 or AIC 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						