PURCHASE SIGNING AUTHORITY — QUICK REFERENCE GUIDE

Level 1: $0.01 - $2,999.99	College Personnel With First Level Signing Authority Level 1 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 Pardanani Lucas Rucks, PhD	Cheryl Allendoefer Yushin Wang Jason Brandon David Berner, PhD Cat Chiappa Kim Clark Cameron Dollar Bret Crawford Gary Fantozzi Bjorn Myhre Savena Garrett Lauren Hadley Junaid Haq	Jeff Janosik Mari Kosin Belle Lamb Miranda Levy Dawn Lowe-Wincentsen Soroush Maleki David Owens Romina Plozza Amy Rovner Melanie Ruiz Lavina Searight Veronica Zura	Tsai-En Cheng Shanon Emke-Reedy Derek Levy Dalila Paredes Stephanie Sareeram	Maiya Bailey Julie Bathke Alejandra Salgado Lori Yonemitsu		

Level 2: $3,000.00 - $9,999.99	College Personnel With Second Level Signing Authority (Level 2) Second Level Signing Approval is required on all purchasing documents valued between $3000 - $9,999.*					
VP of Student Affairs VP of Academic Affairs (A)	**Associate VP of Devlopment & Community Engagement Advcmnt & Foundation**	**Associate VP of Planning, Inst'l. Eff. & Project Mgt.**	**Vice Presient of Business & Admin Svcs.**	**Associate VP of Int'l Education & Global Engagement**	**VP of the Office of Yəhaẇ**	**Associate VP of Business Programs & Strategic Partners**
Ryan Aiello, PhD	April Nilsen, MPA	Ann Garnsey-Harter, PhD	Joe Mazur, MS-CIS, CPA	Samira Pardanani	Brian Crisanto Ramos	

Level 3: $10,000.00 - $49,999.99	College Personnel With Third Level Signing Authority (Level 3) Third Level Signing Approval is required on all purchasing documents valued betweeen $10,000 and $49,999.*
Joe Mazur, MS-CIS, CPA, Vice President of Business & Administrative Services	

Level 4: $50,000.00 and above	College Personnel With Third Level Signing Authority (Level 4) - Forth 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 through 6, 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

Revised: 10/01/2026