

Quick Reference from Signing and Contract Authority Document

October 22, 2015

First Level Signing Authority Page 2, A.2&7

First level signing authority is necessary on all Purchasing Documents regardless of amount.

Deans	Directors and Associate Deans	Executive Directors	Special Assistants to President	Vice Presidents (VPs)	Executive Assistants to VPs	Exec Assistant to President	Approved Additional Signers
Dan Fey	Robin Blacksmith	Ann Garnsey-Harter	Laura Rehrmann	Mary Brueggeman	Julie Bathke	Lori Yonemitsu	Larry Fuell***
Guy Hamilton	Michael Boehm	Diana Sampson		Bob Francis	Batyah Chliek		Satoko Prigmore
Kathie Hunt	Mike Bush	Stuart Trippel		Stephen Smith	Sandra Ewing		
Amy Kinsel	Jennifer Coogan	Dawn Vinberg			Ana Nacanaynay		
Cathy Otto	Katherine Cook						
Kim Thompson	Steve Eskridge						
	Jennifer Fenske						
	Jason Francois						
	Rezina Habtemariam						
	Gary Kalbfleisch						
	Mariko Kakiuchi						
	Leslie Keller	<u>Dir./Assoc. Deans (cont.)</u>					
	Bridgitte Kidd	Leah Pearce					
	Bayta Maring	Louise Petruzzella					
	Chris Matz**	David Pinter					
	Mark McVeety	Bob Roehl					
	Chris Melton	Yvonne Terrell-Powell					
	Samira Pardanani	Veronica Zura					
	Randy Gottfried						

****Library only**

*****Select budgets**

Second Level Signing Authority Page 2, A.5&7

Signature from an appropriate second-level signing authority is necessary on all Purchasing Documents with total amounts greater than or equal to three thousand dollars (\$3,000).

**Vice President
Advancement**

**Vice President
Academic and
Student Affairs**

**Administrative
Services**

**Vice President
Human Resources/
Legal Affairs**

Mary Brueggeman

Bob Francis

Executive Directors Trippel and Vinberg

Stephen Smith

Third Level Signing Authority Page 2, A.6

President of the College or designated Administrator-in-charge (AIC). Amounts greater than Fifty thousand dollars (\$50,000)

Cheryl Roberts

**Contracts - Exec. Director for Bus. & Stu. Supp. Svcs.
back ups - VPASA, President**

Permission to negotiate contracts (including personal services contracts of **any** amount) **must** be granted by the Executive Director for Business & Student Support Services or the President **prior to negotiating the contract**. The Executive Director for Business & Student Support Services will be the person giving such permission unless the President specifically designates other vice presidents as having authority to negotiate certain contracts. (Page 4, C.1&2)

Notes:

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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 items (including audio and video equipment and services) must be approved for conformity with College standards by Media Services 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, A.3)

Please reference the Signing and Contracting Authority document up dated October 13, 2008 for complete details regarding signing, receiving reports, contracts and travel guidelines.