

**Delegations of Authority for  
Approving the Obligation of University Funds  
for Procurements of  
Services, Supplies and Expenses, and Capital**

Delegation to:

	Level	
	<u>Current</u>	<u>New</u>
Board of Trustees <sup>1</sup>	Over \$1,000,000	Over \$1,000,000
Executive Vice President and Treasurer <sup>2</sup>	Up to \$1,000,000	Up to \$1,000,000
Vice President for Business Services and Assistant Treasurer	Up to \$250,000	Up to \$500,000
Regional Campus Chief Business Officer <sup>3</sup>	Up to \$50,000	Up to \$250,000
University Comptroller	Up to \$50,000	Up to \$100,000
Assistant Comptroller for Accounting Services	Up to \$50,000	Up to \$50,000
Business Managers, Business Administrators, and Fiscal Directors <sup>4</sup>	Up to \$500 - \$2,500	Up to \$50,000

**Special Delegations**

Fiscal Director, Physical Facilities Utility Payments Construction in Progress – 930 Fund Accounts <sup>5</sup>	No Limit N/A	No Limit Up to \$250,000
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<sup>1</sup> Board of Trustees approval shall not be required if a procurement has been previously approved by the Board through the allocations of funds or otherwise, or if the obligation is one relating to normal and routine operations such as public utility services. Those procurements which exceed \$1,000,000 shall be approved by the Executive Vice President and Treasurer. Procurements between \$500,000 and \$1,000,000 shall be reported to the Finance Committee of the Board of Trustees.

<sup>2</sup> In the absence of the Executive Vice President and Treasurer the Vice President for Business Services and Assistant Treasurer is delegated approval authority for the Executive Vice President and Treasurer.

<sup>3</sup> Delegations to Regional Campus Chief Business Officers are limited to procurements for the campus of their appointment.

<sup>4</sup> Delegations to Business Managers, Business Administrators, and Fiscal Directors for approving procurements of \$500 to \$50,000 will be made in accordance with guidelines prescribed by the Vice President for Business Services and Assistant Treasurer and authorized in each instance by the University Comptroller.

<sup>5</sup> Delegates approval authority up to \$250,000 for construction in process accounts (930 funds). Projects on these accounts have already been approved and a project record has been established. This authority also extends to the University Comptroller.

**Delegations of Signature Authority and  
Assignment of Responsibility for Fiscal Controls to  
Business Managers, Business Administrators, and Fiscal Directors for the  
Procurement of Services, Supplies, Expenses, and Capital**

In the procurement process, Business Managers, Business Administrators, and Fiscal Directors have the responsibility for assuring that funds are available, that the procurement has been requested by an individual approved to commit funds on the proposed account, and that the proposed procurement is allowable, allocable, and reasonable. These responsibilities pertain to internal and external procurements and will be fulfilled by approving each procurement, or by delegating to other staff members the authority to approve these internal purchases in accordance with guidelines and controls prescribed by the Vice President for Business Services and Assistant Treasurer<sup>6</sup>. For the external transactions listed below, signatures must be obtained prior to the disbursement of funds or execution of the change order.

<u>Form #</u>	<u>Type of Transaction</u>
12	Purchasing Requisition
25	Travel Reimbursement
26	Change Form
56	Direct Payments

For internal purchases, listed below, Business Managers, Business Administrators, and Fiscal Directors also have the same fiscal responsibilities enumerated above. These responsibilities will be fulfilled either by approving each procurement in advance, reviewing the procurement document on an after-the-fact basis, or by reviewing accounting statements and transaction details. Delegations to other staff members for the authority to approve these internal purchases must be in accordance with guidelines and controls prescribed by the Vice President for Business Services and Assistant Treasurer.

<u>Form #</u>	<u>Type of Transaction</u>
1	Transportation Request
1	Photographic Service
3	Printing Services
18A	Physical Plant
62	Intramural Invoice
77	Telephone Request
100	University Stores
110	Cylinder Return

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<sup>6</sup> Delegations to Business Managers, Business Administrators, and Fiscal Directors for approving procurements of \$500 to \$50,000 will be made in accordance with guidelines prescribed by the Vice President for Business Services and Assistant Treasurer and authorized in each instance by the University Comptroller.

## CALUMET CAMPUS

**Services, Supplies and Expenses**Delegation to:

	Level	
	<u>Current</u>	<u>New</u>
Vice Chancellor Administrative Services	Up to \$50,000	Up to \$250,000
Director of Fiscal Affairs and Comptroller	Up to \$10,000/ negotiable Up to \$50,000/ non-negotiable	Up to \$50,000 <sup>7</sup>
Accounting Manager, Business Manager and Business Administrators	Up to \$5,000/ negotiable Up to \$25,000/ non-negotiable	Up to \$25,000

**Capital Equipment**Delegation to:

	Level	
	<u>Current</u>	<u>New</u>
Vice Chancellor	Up to \$50,000	Up to \$250,000
Director of Fiscal Affairs and Comptroller	Up to \$5,000	Up to \$50,000
Accounting Manager, Business Manager and Business Administrators	Up to \$1,000	Up to \$25,000

<sup>7</sup> Utility payments such as telephone, electric, water and sewage may be authorized by the Director of Fiscal Affairs and Comptroller for up to \$250,000. Utility payments above \$250,000 should be authorized by the Vice Chancellor.

## NORTH CENTRAL

**Services, Supplies and Expenses**Delegation to:

	Level	
	<u>Current</u>	<u>New</u>
Vice Chancellor	Up to \$50,000	Up to \$250,000
Director of Business Services	Up to \$10,000/ negotiable Up to \$50,000/ non-negotiable	Up to \$50,000 <sup>8</sup>
Staff Accountant and Bursar		Up to \$25,000
Business Administrator		Up to \$5,000

**Capital Equipment**Delegation to:

	Level	
	<u>Current</u>	<u>New</u>
Vice Chancellor	Up to \$50,000	Up to \$250,000
Comptroller	Up to \$5,000	Up to \$50,000
Staff Accountant and Bursar		Up to \$25,000
Business Administrator		Up to \$5,000

<sup>8</sup> Utility payments such as telephone, electric, water, and sewage may be authorized by the Director of Business Services for up to \$250,000. Utility payments above \$250,000 should be authorized by the Vice Chancellor.

## INDIANA UNIVERSITY-PURDUE UNIVERSITY AT FORT WAYNE

**Services, Supplies and Expenses**Delegation to:

	Level	
	<u>Current</u>	<u>New</u>
Vice Chancellor	Up to \$50,000/ negotiable	Up to \$250,000
Comptroller	Up to \$35,000/ negotiable	Up to \$50,000 <sup>9</sup>
Assistant Comptroller	Up to \$100,000/ non-negotiable	Up to \$35,000
	Up to \$20,000/ negotiable	
Manager-Accounting Services	Up to \$50,000/ non-negotiable	Up to \$25,000
	Up to \$10,000/ negotiable	
	Up to \$25,000/ non-negotiable	

**Capital Equipment**Delegation to:

	Level	
	<u>Current</u>	<u>New</u>
Vice Chancellor	Up to \$50,000	Up to \$250,000
Comptroller	Up to \$35,000	Up to \$50,000
Assistant Comptroller	Up to \$20,000	Up to \$35,000
Manager-Accounting Services	Up to \$10,000	Up to \$25,000

<sup>9</sup> Utility payments such as telephone, electric, water, and sewage may be authorized by the Comptroller for up to \$250,000. Utility payments above \$250,000 should be authorized by the Vice Chancellor.