

**Samuel Merritt University
Signature Authority**

<u>Description</u>	<u>President</u>	<u>Vice Presidents</u>	<u>Executive Directors ,</u>	<u>Dep't Chairs/ Managers</u>	<u>Notes</u>
Purchase Requisition/Purchase Order	\$ 500,000	\$ 50,000	\$ 25,000	\$ 10,000	
Approval of Invoice - Not Supported by Purchase Order	\$ 500,000	\$ 50,000	\$ 25,000	\$ 10,000	
Contracts (Including Independent Contractor Agreements)	\$ 500,000	\$ 50,000	None	None	See Note 3
Capital Purchases	\$ 500,000	\$ 50,000	None	None	See Note 1

NOTE: Approval levels are assigned by Sutter "Approval Authority Policy" (Policy Stat #5124555)

Note 1:

- Chief Financial Officer must review all capital purchases for verification of budget and funding

Note 2: This category applies to:

- Executive Directors
- Assistant Vice Presidents
- Deans

Note 3: Contracts are signed as follows:

- The Provost or their designate approves all clinical placement contracts as well as all guest lecturer agreements
- All other contracts are signed by either the President, Vice President for Strategy, Innovation and Operations or the Chief Financial Officer

Updated by G. Gingras - 8/13/2020