## Signature Authority Flow Chart

<table>
<thead>
<tr>
<th>Page No.</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RIAS</td>
</tr>
<tr>
<td>2</td>
<td>RIAS Q</td>
</tr>
<tr>
<td>3</td>
<td>Consulting Agreements &amp; Cash Transmittals</td>
</tr>
<tr>
<td>4</td>
<td>TABERS</td>
</tr>
</tbody>
</table>
Signature Authority Flow Chart

RIAS - Check Request and Purchase Order (Online purchases of Equipment, Furniture, Supplies, Vehicles, Maintenance Contracts, etc.)

**Under $25K**

- All Units
  - Preparer¹
  - Approver (Bus. Office)²
  - Dept'l Bookkeeper
    - If under $10K
      - Assigned Accountant in Business Office
    - If over $10K
      - Lucy Kwiecinski

**Over $25K**

- All Units
  - Preparer¹
  - Approver (Bus. Office)²
  - Rachele Sylvan
  - Dean Goodman
  - - Lucy Kwiecinski

**Notes:**

¹ Dept'l bookkeeper submits requisitions to the Business Office, then the Business Office approves. The chair, cabinet member, or director does not review these documents in RIAS. This individual has given this authority to the bookkeeper when he/she signed the FACS/RIAS authorization forms.

² The following items must be reviewed by Business Office Manager or Director:
  - Assessments
  - Cell phone requests
  - Graphic Design
  - Leases (excluding Xerox or Equipment Maintenance)
  - Moving expenses
  - Renovations not pre-approved by Budget Office
  - Subcontracts
  - Vehicle purchases
RIAS - "Q" (Requisition under $5,000)¹

Notes:
¹ A Quick Order is a purchase order that does not exceed $5,000 in total. It can be placed directly with a supplier without Purchasing involvement.
Quick purchase orders have restrictions and cannot be used for:

1. Alterations or repairs to buildings
2. Non-University standard interior or exterior building graphics
3. Furniture, carpeting, and window treatments
4. Consulting services
5. Equipment requiring utilities hook-up
6. Furniture
7. Controlled substances, radioactive materials, or hazardous waste disposal
8. Importation of equipment
9. Inspection of service of fire suppression systems
10. Leases
11. Plaques to be affixed on buildings or University-owned property and monuments
12. Graphic design services for the creation of a new logo, word mark, nonstandard business cards or stationery, or visual identity

² Dept'l bookkeeper submits requisitions to the Business Office, then the Business Office approves. The chair, cabinet member, or director does not review these documents in RIAS. This individual has given this authority to the bookkeeper when he/she signed the FACS/RIAS authorization forms.
**Signature Authority Flow Chart**

**Consulting or Independent Personal Services Agreement**

<table>
<thead>
<tr>
<th>All Units</th>
<th>Preparer</th>
<th>Signature needed</th>
<th>Signature (higher level)</th>
<th>Approver (Bus. Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept'l Bookkeeper</td>
<td>Project Owner &amp; Consultant</td>
<td>Program Dean</td>
<td>Assigned Accountant in Business Office</td>
</tr>
</tbody>
</table>

**Cash Transmittals (Checks and Cash Deposits)**

<table>
<thead>
<tr>
<th>All Units</th>
<th>Preparer</th>
<th>Approver (Bus. Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 signatures at Dept level</td>
<td>Assigned Accountant in Business Office</td>
</tr>
</tbody>
</table>

**Notes:**
1. Copies to Business Office given to Executive Dean.
2. Business Office forwards consultant agreement to Vice President of Academic Affairs for signature if Dean Goodman is the project owner.
**Signature Authority Flow Chart**

### TABERS / Travel Orders / Travel Advances

**Department**

- **Traveler**
  - Plant Sciences: - Staff / Faculty
  - Chair
  - Executive Dean Office: - Staff
  - Dean Goodman
  - Development Office: - Staff
  - Cabinet member / Director

- **Preparer1**
  - Plant Sciences: - Dept'l Bookkeeper
  - Chair
  - Executive Dean Office: - Joyce Carlson
  - Dean Goodman
  - Development Office: - Dept'l Bookkeeper

- **Signature needed2**
  - Plant Sciences: - Jim White
  - Chair
  - Executive Dean Office: - Dean Goodman
  - BO forwards to Dr. Furmanski
  - Development Office: - Kelly Watts

- **Approver (Bus. Office)**
  - Plant Sciences: - Vanette Torres (State/Fed/Plant Fund); Patty Davis (Grant/Soft Money)
  - Chair
  - Executive Dean Office: - Debbie Chung
  - Development Office: - Debbie Chung

### TABER - Non-travel expense reimbursement greater than $500 for one item

**Department**

- **Traveler**
  - Plant Sciences: - Staff / Faculty
  - Chair
  - Executive Dean Office: - Staff
  - Dean Goodman
  - Development Office: - Staff
  - Cabinet member / Director

- **Preparer1**
  - Plant Sciences: - Dept'l Bookkeeper
  - Chair
  - Executive Dean Office: - Joyce Carlson
  - Dean Goodman
  - Development Office: - Dept'l Bookkeeper

- **Signature needed2**
  - Plant Sciences: - Jim White
  - Chair
  - Executive Dean Office: - Dean Goodman
  - BO forwards to Dr. Furmanski
  - Development Office: - Kelly Watts

- **Rachele Sylvan**

- **Dean Goodman3**

- **Richard Edwards**

**Notes:**

1. May be reviewed at Department Level at Department’s discretion.
2. Approval authority delegated to Business Office Director/ Business Managers for Chairs.
3. Business Office forwards TABER to Vice President of Academic Affairs office.