

**COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT**  
**DELEGATION OF SIGNATURE AUTHORITY**

*September 12, 2018*

<b>Subject Matter</b>	<b>Reviewed By</b>	<b>Signature Authority</b>
Academic Appointments/EO2s & Changes to Faculty Academic Appointments	Sandra Bastin	Sandra Bastin
Administrative Appointments - All faculty (and staff above level 47)	Sandra Bastin	Sandra Bastin
Administrator and Chair Performance Evaluations	Sandra Bastin	Nancy Cox
Advance Approvals – (for meals/ refreshments costing \$1,000 or more)	Kim King	Susan Campbell
Alcohol Expenditures	Kim King/Tim West	Nancy Cox
Awards (New Proposals & Changes) Faculty, Staff and Students	Kim King	Susan Campbell
Awards (New Proposals & Changes) Wethington Only	Alyson Gibson/Lesley Oliver	Robert Houtz
Barnhart Fund for Excellence	Megan Lucy	Sandra Bastin
Budget Revisions - Competitive 304-/32- Grants	Betty Newsom/Kim Hall	OSPA
Budget Revisions - Non-Grant	CAFE Business Center Analyst	CAFE Business Center Analyst
Budget Transfers	CAFE Business Center Analyst	CAFE Business Center Analyst
Business Procedures/Policy Exceptions	Kim King/CAFE Business Center Analyst/ Chris Shotwell	Nancy Cox
Cellular Allowance Requests *	Chris Fensin	Susan Campbell
Conflict of Interest Disclosure	Tim West	Tim West/Nancy Cox
Contracts – Academic Program Contracts, Personal Service Contracts (excluding sponsored projects) and International Program Agreements	Tim West	Nancy Cox
Disclosure of Financial Interest	Betty Newsom/Kim Hall	OSPA
Distribution of Effort (Faculty)	Megan Lucy/Chris Fensin	Sandra Bastin
Employee Education Program – All (excluding Extension Field Staff)	Megan Lucy	Sandra Bastin
Employee Education Program - Extension Field Staff	District Director	District Director
Equipment Purchases – Over \$10,000 (state funds only)	Susan Campbell	Nancy Cox
Equipment Purchases – Over \$200,000 w/o legislative budget authority (requires plant fund with attached Major Equipment Form)	Kim King/CAFE Business Analyst	Orlando Chambers

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Equipment Purchases (Federal Capacity Funds Only) - <i>Requires NIFA pre-approval</i> - Over \$5,000 for general purpose equipment or over \$150,000 for specialized equipment	Chris Shotwell	Robert Houtz / Gary Palmer
Establishment of New (and Maintenance of Existing) Cost Centers, Fund Centers, Funds, Agency Accounts, Department and Org Units	Kim King	Susan Campbell
Faculty Appointments, Evaluations, Delay of Probationary Period and Endowed Appointments	Sandra Bastin	Sandra Bastin
Faculty Leave Requests (over 10 days) for FML, Sabbatical, Scholarly, Entrepreneurial & Leave with and without pay	Sandra Bastin	Sandra Bastin
Faculty Promotion and Tenure	Sandra Bastin	Nancy Cox
Faculty Recruitment Expenses	Department Head	Department Head
Flexible Working Arrangement	Susan Campbell	Tim West
Gifts to Friends and Donors	Susan Campbell	Susan Campbell
Gluck Equine Research Foundation	Nancy Cox	Nancy Cox
Graduate Faculty Membership Appointments	Lesley Oliver	Lesley Oliver
Grant Internal Approval Forms	Betty Newsom/Kim Hall	OSPA
Imprest Cash Forms	CAFE Business Center Analyst	Department Head
Journal Vouchers – Non-grant related	Kim King/CAFE Business Center Analyst	CAFE Business Center Analyst
Journal Vouchers – Grant related (90 days or less)	Kim King/CAFE Business Center Analyst	CAFE Business Center Analyst
Journal Vouchers - Grant related (> 90 days)	Kim King/CAFE Business Center Analyst	Dept. Bus. Officer/Dept. Head/PI
Journal Vouchers - Grant related (> 120 days)	Kim King/CAFE Business Center Analyst	Dept. Bus. Officer/Dept. Head/PI/Dean
Local/City Tax Forms	Departmental HR Administrator	Dept. Head/Dept. Bus Officer
Lost Equipment Reports	Andrew Gehring	Orlando Chambers
Manuscript Review (journal articles, proceedings, books & chapters written by faculty); Experiment Station Numbers	Alyson Gibson	Robert Houtz
Material Transfer Agreements	Tim West	Tim West
Nepotism Exception Requests	Tim West	Nancy Cox
New Position Requests – Staff	Le Anne Herzog/Susan Campbell	Nancy Cox/Orlando Chambers
New Position Requests – Faculty	Sandra Bastin	Nancy Cox
Outstanding Staff Awards	Megan Lucy	Sandra Bastin

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Overloads – Staff <i>(Overloads for Faculty are on line)</i>	Le Anne Herzog/Susan Campbell	Nancy Cox/Orlando Chambers
PARS/Personnel Action Workflow	Chris Fensin/Le Anne Herzog	LeAnne Herzog/Chris Fensin/Susan Campbell
Payroll - Petty Cash Advances	Le Anne Herzog/Chris Fensin	Le Anne Herzog/Chris Fensin
Performance Evaluations – Staff	Individual/Supervisor	Supervisor
Personal Property Sale Requests	CAFE Business Center Analyst	Orlando Chambers
Phased Retirement	Sandra Bastin	Nancy Cox
Position Fill Requests (Faculty)	Sandra Bastin	Nancy Cox
Post Retirement Appointments	Sandra Bastin	Sandra Bastin
Probationary Faculty - Two- and Four-Year Reviews	Sandra Bastin/Associate Deans/Nancy Cox	Department Head
Procard Applications & Editor Changes	Kim King	Susan Campbell
Property Transfers - Equipment	Tim West	Nancy Cox
Re-Evaluation of Staff Positions	Le Anne Herzog/Susan Campbell	Nancy Cox/Orlando Chambers
Relocation Expenses	Sandra Bastin	Nancy Cox
Renovations – Less than \$100,000 and not funded by special state appropriations (e.g. deferred maintenance pools, state grants, etc.)	Kim King/Susan Campbell/Chris Shotwell+CAFE Business Center Analysts	Orlando Chambers
Renovations - \$100,000 and higher (requires an unexpended plant fund be established) and all projects funded by special state appropriations (e.g. deferred maintenance pools, state grants, etc.)	Kim King/Susan Campbell/Chris Shotwell+CAFE Business Center Analysts	Orlando Chambers
Resignations – Faculty	Sandra Bastin	Department Head
Retention Offers - Faculty	Sandra Bastin	Nancy Cox
Retirement – Civil Service (Staff)	Le Anne Herzog/Susan Campbell	Le Anne Herzog/Susan Campbell
Retirement – Civil Service (Faculty)	Le Anne Herzog/Susan Campbell	Sandra Bastin
Retirement – Faculty and Staff	Le Anne Herzog/Susan Campbell	Sandra Bastin
Salary Recommendations for Staff - New Hires/Promotions (Over Limit and Laterals)	Le Anne Herzog	Nancy Cox/Orlando Chambers
Salary Recommendations for Temporary Staff	Le Anne Herzog	Nancy Cox/Orlando Chambers
Salary Recommendations – Faculty Mid-Year	Susan Campbell/Sandra Bastin	Nancy Cox
Salary Recommendations – Post-Doctoral Scholars and Fellows	Department Head	Department Head
Separation Sheets	Chris Fensin	Departments
Single Source Justifications	Susan Campbell	Susan Campbell
Space Lease Requests	Orlando Chambers	Orlando Chambers
Special Leave for Staff (excluding Extension staff)	Le Anne Herzog	Sandra Bastin

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Special Leave for Extension Staff	Gary Palmer	Sandra Bastin
Staff Professional Development Fund	Chris Fensin/Le Anne Herzog	Susan Campbell
Systems Security Access (Training Plans for SAP/BW), excluding SLCM	Kim King	Chris Shotwell/PBO
Systems Security Access (Training Plans for SLCM)	Jamie Dunn	Provost Budget Office
Tickets – Sporting Events	Supervisor/Kim King	Nancy Cox
Travel Advances - Petty Cash	CAFE Business Center Analysts	Orlando Chambers
Travel Expense Reports – Dean	Susan Campbell/April Lyons	Provost
Travel Expense Reports – Dept Heads, Directors and Associate Deans	N/A	Orlando Chambers
Travel Expense Reports – Extension District Directors	Dian Stapleton	Jeff Young
Travel Expense Reports – Assistant Extension District Directors	Darlene Mylin	Gary Palmer
Unemployment Claims – Process quickly – only 10 days to respond	Jeaune Hadl – send copy to Dept Head and Tim West	Jeaune Hadl
Vehicle Purchase – With trade-in	Ted Walker/Andrew Gehring Susan Campbell	Nancy Cox
Vehicle Purchase – Without trade-in	Ted Walker/Andrew Gehring Susan Campbell	Nancy Cox
Vehicle Rentals	Department	Department Head
Vendor Applications	Department	Purchasing (Jody Reed)
Visiting Faculty Appointments	Sandra Bastin/Department Head	Department Head

\* Cellular Device Department Contract (if on a grant) should be routed to one of the College Grants Officers and then to the college research office for Dr. Houtz's signature; they are then forwarded to the UFS.