DATE: December 2, 2015

To: CEOAS Faculty & Staff

FROM: Roy Haggerty, Interim Dean

It is critical that we follow policy on signature approval. Authority to sign resides with the budget authority (the Dean for state funds, the PI for grant funds). Any other signer must have written delegated authority. Greater than $5,000 should have the Dean’s approval, either through signature or approved budget.

Current delegated signers on general funds up to $5,000 are authorized for all actions including org codes 251600 (Geo) and 252500 (ESUP). These signers are:

Sarah Haluzak
Meaghan Deitz
Anita Grunder
Aviva Rivera
Jack Barth

Payables and travel documents up to $100k:

Barb Francisco
Pei Kupperman
Erica Dodson
Stephanie Pearse

For travel reimbursements, the supervisor (budget authority of the paying fund) of the traveler must sign the request, except:

- For PIs, general fund delegated signers listed above may sign;
- For the Dean, only an Associate Dean may sign (or the Provost)

For OSU Foundation:

Roy Haggerty
Anita Grunder
Meaghan Deitz