

First Level Signing Authority Page 2, A.2&7

First level signing authority is necessary on all Purchasing Documents regardless of amount.

Deans	Directors and Associate Deans	Executive Directors	Senior Executive Director / CFO	Special Assistant to President	Vice Presidents / Executive Vice President	Executive Assistants	Approved Additional Signers
Guy Hamilton	Jennifer Coogan	Ann Garnsey-Harter	Stuart Trippel	Laura Rehrmann	Mary Brueggeman	Julie Bathke	Larry Fuell**
Kathie Hunt	Steve Eskridge	Martha Lynn		Diana Sampson*	Alison Stevens	Debra Hobart	Edwin Lucero (Interim)
Amy Kinsel	Jennifer Fenske					Pollie McCloskey	Satoko Prigmore
Lisa Malik	Jason Francois					Lori Yonemitsu	
	Savena Garrett						
	Randy Gottfried						
	Rezina Habtemariam	<u>Dir./Assoc. Deans (cont.)</u>					
	Mariko Kakiuchi	Chris Melton					*Associate Vice President and Special Assistant to the President
	Gary Kalbfleisch	Samira Pardanani					
	Leslie Keller	Leah Pearce					
	Brigitte Kidd	Louise Petruzzella					
	Lisa Layne	David Pinter					**Select budgets
	Derek Levy	Karla Repman					
	Bayta Maring	Veronica Zura					
	Lori Maxfield						

Second Level Signing Authority Page 2, A.5&7

Signature from an appropriate second-level signing authority is necessary on all Purchasing Documents with total amounts greater than or equal to three thousand dollars (\$3,000).

Vice President Advancement	Executive Vice President Academic and Student Affairs	Senior Executive Director and CFO	Vice President Human Resources/ Legal Affairs
Mary Brueggeman	Alison Stevens	Stuart Trippel	Vacant

Third Level Signing Authority Page 2, A.6

President of the College or designated Administrator-in-charge (AIC). Amounts greater than Fifty thousand dollars (\$50,000)

Cheryl Roberts

Contracts - Senior Executive Director and CFO or President

Permission to negotiate contracts (including personal services contracts of **any** amount) **must** be granted by the Senior Executive Director/CFO or the President **prior to negotiating the contract**. The Senior Executive Director/CFO will be the person giving such permission unless the President specifically designates other vice presidents as having authority to negotiate certain contracts. (Page 4, C.1&2)

Notes:

Purchase of all technology items (including hardware, software, peripherals, accessories, and application service provider services) must be approved for conformity with College standards by Technology Support Services prior to signature by the Purchasing Signer. Purchases of all media items (including audio and video equipment and services) must be approved for conformity with College standards by Instructional Media prior to signature by the Purchasing Signer. The technical approval of these items will be indicated by a signature, but this signature does not in itself constitute signing authority for purchasing. (Page 2, A.3)