

Administrative & Business

	President	Appropriate Pres' Staff	VP of Admin & Bus	Budget Head	Immediate Supv	Comptroller	Director of Purchasing
Purchasing							
Contracts/Agreements/Amendments	X						
Contracts/Agreements/Amendments < \$50,000			X				
Purchase Orders							X
Request to Use Credit Card / Travel				X			
Request to Use Credit Card / Non-Travel				X			X
Disbursement Requests				X			
Financial							
Petty Cash						X	
Travel Reimbursement				X			
Leave Request-Consulting or Prof Leave	X						
Leave Request-Travel				X			
President's PR Account	X						
Maintenance							
Maintenance Service Requests					X		
Space Modification			X				
Painting				X			
Furniture Moves (other than normal moves)				X			
Minor Const./Renovation			X				
Set-ups					X		
Request for Keys		X	*				
Payroll							
Supplemental Payroll Requests **				X			
Exception to Payroll Schedule		X					
Employee Time Sheets							
Administrative					X		
Career				X			
Faculty				X			
Professional/Technical				X			
Advanced Sick Leave		X					
Leave without Pay		X					
Overtime		X					
Student Activities / Athletics							
Travel Advance				X			
Final Travel Report				X			

* = Master Key requests require VP for Administrative & Business Services

** = Includes Substitutes, Overloads, and Part-Time