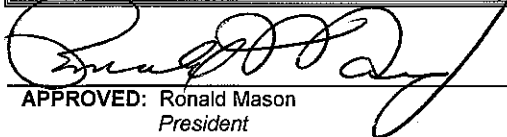


**JACKSON STATE UNIVERSITY  
DIVISION OF BUSINESS & FINANCE**

<b>POLICY #:</b>	
<b>TITLE OF POLICY</b>	<b>REQUIRED SIGNATURE AUTHORITY FOR PURCHASES, TRAVEL, &amp; BUDGET TRANSFERS</b>
<b>DATE SUBMITTED:</b>	9/11/08
<b>RESPONSIBLE DEPARTMENT &amp; OFFICER:</b>	
Dept Name:	Finance & Operations
Responsible Officer:	Troy Stovall
Responsible Officer's Title:	Senior Vice President
Phone:	601-979-3060
Email:	troy.a.stovall@jsums.edu
<b>POLICY IMPACT</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Divisional <input type="checkbox"/> Departmental
<b>POLICY TYPE</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
<b>REASON FOR POLICY</b> (Please explain in detail the issue that this policy seeks to resolve)	The revision to the policy acknowledges the changes in approval dollar limits in accordance with the State of Mississippi purchasing laws and regulations as well as the minimum level of signatures that are approved by the management of the University. Also, the policy is amended to include Assistant and Associate Vice Presidents' signatory authority and the Office of Budget & Financial Analysis approval for Ayers Funds.
<b>EFFECTIVE DATE</b>	10/1/08
<b>POLICY STATEMENT</b>	The policy outlines the minimum level of signatures to include the Assistant and Associate Vice Presidents for travel authorizations and reimbursements, purchases, and budget transfers per the attachment. The policy also includes the Office of Budget & Financial Analysis approval for travel authorizations, reimbursements, and purchases for Ayers Funds.
<b>EXCLUSIONS</b>	N/A
<b>DEFINITIONS</b>	<p><b>Travel Itinerary Advance Form</b> is the document used to request authorization to travel and incur the related estimated expenses indicated.</p> <p><b>Travel Reimbursement Form</b> is the document used to submit the reimbursement for actual travel-related expenses along with bona fide receipts.</p> <p><b>Requisition for Purchase</b> is the document used to request goods and/or services to be purchased.</p> <p><b>Budget Transfer</b> is the form used to request budget adjustments.</p>
<b>PROCEDURES</b>	See the policies and procedures for purchasing and travel and the attached diagram of required signatures.
<b>ADDITIONAL INFORMATION</b>	The changes added are indicated in red.
<b>APPENDICES, INCLUDING FORMS &amp; INSTRUCTIONS</b> (Please attach.)	Required Signature Levels

  
 APPROVED: Ronald Mason  
 President

9.23.08  
 Date



DOCUMENT	APPROVAL DOLLAR LIMIT	MINIMUM LEVEL OF SIGNATURES										
		PROJECT DIR/PI	DEPT HEAD/CHAIR	DEAN	ASST/ASSOC VP	UNIT VP	VP-RES DEV & FED REL	GRNTS & CNTRCT	BUDGET & FIN ANAL	SR VP-FIN/OP	PRES	
<b>AYERS FUNDS</b>												
<i>Travel Authorization:</i>												
Outside Continentals U.S.	N/A	X	X	X	X	X	X	X	X	X	X	X
In-State and Out of State, Conventions, Associations & Meetings	N/A	X	X	X	X	X	X	X	X	X	X	X
Travel Reimbursement Request	N/A	X	X	X	X	X	X	X	X	X	X	X
<i>Purchase Requisitions:</i>												
Purchase Requisitions	\$0 - \$5,000	X	X	X	X	X	X	X	X	X	X	X
Purchase Requisitions	\$5,000.01 - \$15,000	X	X	X	X	X	X	X	X	X	X	X
Purchase Requisitions	\$15,000.01 - \$25,000	X	X	X	X	X	X	X	X	X	X	X
Purchase Requisitions	\$25,000.01 - \$50,000	X	X	X	X	X	X	X	X	X	X	X
Purchase Requisitions	\$50,000.01 - & above	X	X	X	X	X	X	X	X	X	X	X
Purchase Requisitions for Bid Only	\$25,001 - & above	X	X	X	X	X	X	X	X	X	X	X
<i>Budget Transfers:</i>												
Budget Transfers*	\$1 - \$1,500	X	X	X	X	X	X	X	X	X	X	X
Budget Transfers*	\$1,501 - & above	X	X	X	X	X	X	X	X	X	X	X

\*If transfers are from/to salaries & wages, obtain the following signatures:

Exceptions will be approved upon request.