Signature Authorization Levels for Purchasing

The table below represents purchasing limits authorized by the President's Cabinet for those individuals who have been granted purchasing authority by Loyola University Maryland or its Budget Administrators.

All individuals with this authority must have a current Signature Authorization form on file with the Accounts Payable Office before purchases will be authorized. Signature Authorization forms are available at http://www.loyola.edu/financialservices/accountspayable/forms.html

| Administrative Position | OR | Academic Position | Signature Level |
|--|----|---|---------------------|
| Assistant Budget Officer | | Budget Administrator | UP TO \$5000 |
| Assistant Budget Officer | | | UP TO \$5000 |
| Assistant Budget Officer | | Principle Investigator assigned to a Grant | UP TO \$5000 |
| Assistant Budget Officer | | | UP TO \$5000 |
| | | | |
| Budget Officer | | Department Chair | UP TO \$10,000 |
| Budget Officer | | | UP TO \$10,000 |
| Budget Officer | | | UP TO \$10,000 |
| Budget Officer | | | UP TO \$10,000 |
| | | | |
| Director | | Assistant Dean | UP TO \$50,000 |
| Director | | | UP TO \$50,000 |
| Director | | | UP TO \$50,000 |
| | • | ' | |
| Assistant or Associate Vice President | | Dean - Loyola College | UP TO \$100,000 |
| | | Dean - Sellinger School of Business & Management | UP TO \$100,000 |
| | | Dean - School of Education | UP TO \$100,000 |
| Vice President | | Vice President | UP TO \$500,000 |
| | | | |
| President | | President | UP TO \$5,000,000 |
| Board of Trustees | | Board of Trustees | OVER \$5,000,000 |