

## CONTRACT SIGNING AUTHORITY — QUICK REFERENCE GUIDE

### First Level Signing Authority — Pages 2, A.2 and A.7

**NOTE: All purchasing documents must have first level *Signing Authority* regardless of dollar value.**

Executive Deans, Deans, & Associate Deans	Executive Directors & Directors		Vice Presidents & Associate Vice Presidents	Executive Assistants
Mary Burroughs	Cheryl Allendoefer	Randy Gottfried	Ann Garnsey-Harter	Theresa Harrington
Chippi Bello	Lianne Almughirah	Paulette Graham Rainer (A)	Phillip King	Gayla Hocker
Nancy Dick	Jason Brandon	Lauren Hadley	Samira Pardanani	Alex Mitu
Shanon Emke-Reedy	Renee Burchfield	Joan King	Holly Woodmansee	Alejandra Salgado
Guy Hamilton	Cat Chiappa	Mari Kosin		Lori Yonemitsu
Derek Levy	Michelle Cimaroli (A)	Dawn Lowe-Wincentsen		
Jonathan Molinaro	Kim Clark	Sundi Musnicki		
Dalila Paredes	Wendy Coates	Brigid Nulty		
Lucas Rucks	Greg Cranson	Romina Plozza		
	Steve Eskridge	Amy Rovner		
	Gary Fantozzi	Melanie Ruiz		
	Bo Fu	Stephanie Sareeram		
	Savena Garrett	Veronica Zura		

### Second Level Signing Authority — Pages 2, A.5 and A.7

**Second-level signing authority (signature) is required on all purchasing documents with a value = to or > \$3,000.**

Vice President for Diversity, Equity & Inclusion	Associate VP, Planning & Institutional Effectiveness	Vice President for Student Learning, Equity & Success	Associate VP, International Education & Global Engagement	VP for Business & Administrative Services
VACANT	Ann Garnsey-Harter	Phillip King	Samira Pardanani	Holly Woodmansee (I)

### Third Level Signing Authority — Pages 2, A.6

**Third-level signing authority (signature) is required on all purchasing documents with a value = to or > \$50,000.**

Dr. Jack S. Kahn, President or Administrator In Charge (AIC)

#### Contracts — Vice President for Business & Administrative Services

Holly Woodmansee (*Interim*)

Permission to negotiate contracts, including personal services contracts of **any** amount **must** be granted by the Vice President for Business & Administrative Services or the President **prior to negotiating the contract**. The Vice President for Business & Administrative Services 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 and C.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, including audio and video equipment and services, must be approved for conformity with College standards by the Classroom Support Services team 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

**Please reference the Signing & Contracting Authority document dated 05.16.2011 for complete details regarding signing, receiving reports, contracts, and travel guidelines.**

