

## Doane University

### Signature Authority Matrix (Updated 03/22)

Ownership Area	Type of Process	Issuance	Employee	Faculty	Asst Coach	HR Director	Coach	Manager	Dean	Director	Vice President/CAO/AD (Leadership)	CIO	CFO	President	BOT/Committee	Policy or Procedure
Finance	<b>Contracts (including funding by Operating Funds (11), Restricted (20) and 12 (designated))</b>															
	<b>Budgeted</b>															
	> 1 year & < \$25k/year															
	> 1 year & over \$25k/year															
	> 1 year and > \$250k															
	> 1 year and > \$1M															
	<b>Budgeted</b>															
	< 1 year and > \$10k < \$25k															
	< 1 year and > \$25k															
	< 1 year and > \$100k															
<b>Unbudgeted</b>																
< \$10k/year																
> \$10k/year																
> \$100k																
All Contracts related to Information Technology (software, hardware, etc) - must go to CIO for review/Approval - regardless of size																

Requires comparative bids