

Approval Limits

BP 6150 / AP 6150

Please note the following approval dollar amounts to determine who must sign for and approve any requests that involve funding:

- Cost Center Managers have an approval dollar limit up to \$11,910.
- The VP, Instruction & Student Development and Human Resources (HR) have an approval limit up to \$59,550.
- The VP, Administrative Services has an approval dollar limit up to \$476,400.
- The President has no limit.

Note: Object codes ending with **564XX** must have the Director, Administrative Services as the final approver.

These approval limits cover financial transactions such as:

- Requisitions
- Re-Encumbers
- Dis-Encumbers
- Invoice Approvals
- Travel
- Contracts/Agreements