Quick Reference from Signing and Contract Authority Document

March 1, 2018

First Level Signing Authority Page 2, A.2&7

First level signing authority is necessary on all Purchasing Documents regardless of amount.

Deans	Directors and Associate Deans	Executive Directors	Senior Executive Director / CFO	Special Assistant to President	Vice Presidents / Executive Vice President	Executive Assistants	Approved Additional Signers
	Lianne Almughirah	Ann Garnsey-Harter	Stuart Trippel	Laura Rehrmann	Mary Brueggeman	Benjamin Carlton	Larry Fuell**
Kathie Hunt	Jennifer Coogan	Martha Lynn			Guy Hamilton	Erin Lewis	
Amy Kinsel	Steve Eskridge	Samira Pardanani			Marisa Herrera	Pollie McCloskey	
Lisa Malik	Jennifer Fenske	Corey Ratner				Lori Yonemitsu	
Kira Wennstrom	Jason Francois						
	Savena Garrett						
	Randy Gottfried	**Dir./Assoc. Deans (cont.)**					
	Rezina Habtemariam	Lori Maxfield					
	Mariko Kakiuchi	Chris Melton					
	Gary Kalbfleisch	Brigid Nulty					
	Brigitte Kidd	Leah Pearce					
	Mari Kosin	Louise Petruzzella					****Select budgets**
	Derek Levy	Satoko Prigmore					
	Edwin Lucero	Sharon Simes					
	Bayta Maring	Lynn VonSchlieder					
		Veronica Zura					

Second Level Signing Authority Page 2, A.5&7

Signature from an appropriate second-level signing authority is necessary on all Purchasing Documents with total amounts greater than or equal to three thousand dollars ($3,000).

Vice President Capital Campaign	Acting Vice President Student Learning	Vice President Students, Equity, & Success	Senior Executive Director and CFO
Mary Brueggeman	Guy Hamilton	Marisa Herrera	Stuart Trippel

Third Level Signing Authority Page 2, A.6

President of the College or designated Administrator-in-charge (AIC). Amounts greater than Fifty thousand dollars ($50,000)

Cheryl Roberts Alison Stevens, Acting President

Contracts - Senior Executive Director and CFO or President

Permission to negotiate contracts (including personal services contracts of **any** amount) **must** be granted by the Senior Executive Director/CFO or the President **prior to negotiating the contract.** The Senior Executive Director/CFO 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&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 items (including audio and video equipment and services) must be approved for conformity with College standards by Instructional Media 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 and Contracting Authority document up dated October 13, 2008 for complete details regarding signing, receiving reports, contracts and travel guidelines.