

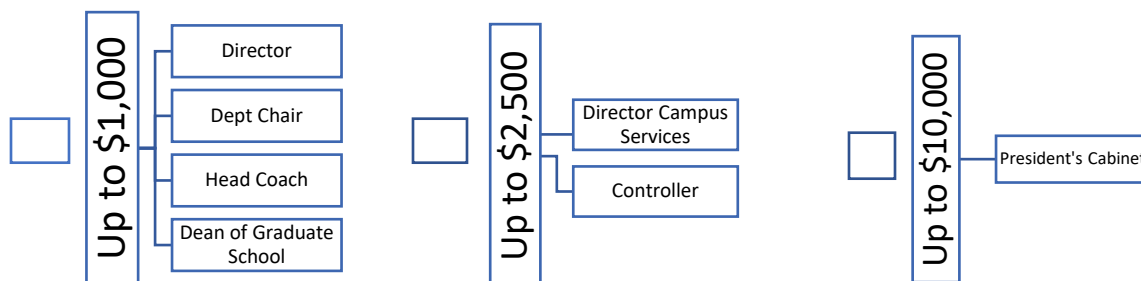


## Authorization of Employees to Approve Expenditures/Invoices

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

The Presbyterian College employee named above is hereby authorized to sign for and approve expenditures for business purposes up to the following limits (please check one):



President's Cabinet member requesting approval \_\_\_\_\_

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

### I agree to the following:

1. I agree to adhere to the College's purchasing procedures as presented on the presby.edu website.
2. I understand that any expenditure above my signing limit needs the Preapproval of my immediate supervisor and no purchases will be made until that Preapproval is obtained.
3. I will not approve payments to myself or family members.
4. I understand that the College does not pay for alcohol under most circumstances, and I will need to obtain specific permission in order for an exception to be made.
5. I will not split related purchases into multiple, smaller invoices so that each individually fits beneath my limit.
6. I will refer to the College's travel and entertainment policies for all expenditures related to travel and entertainment.
7. I understand that a Dean of Graduate School, President's Cabinet Member, or the Controller may impose additional restrictions, and that I am not authorized to sign contracts obligating the College. (The Vice President of Finance and the President are the only persons authorized to sign contracts.)

I understand and agree \_\_\_\_\_

Employee Signature

Date

Approved: \_\_\_\_\_

Chief Business Officer or Designee

Date