

**SALISBURY UNIVERSITY
SIGNING AUTHORITY ADD/UPDATE REQUEST**

Date:

Budget Administrator Name:

(Print)

(Signature)

Department/Project #:

(use only 1 dept or project per form)

(Description)

These employees can approve documents (requisitions, work orders, etc.) that incur expenses to departments and projects.

Employee Name:

(Print)

(Signature)

Employee Title:

Non-Exempt Grade

Exempt

Please check the authority amount for employee class/grade noted above.

\$500 \$1,000 (Non-exempt Grades 07-09; see job titles with grades on page 2 of this form.)

\$1,000 \$2,500 (Non-exempt Grades 10-11; see job titles with grades on page 2 of this form.)

\$2,500 \$5,000 (Non-exempt Grades 12-13; see job titles with grades on page 2 of this form.)

Limit Amt: (Exempt Employee)

Employee Name:

(Print)

(Signature)

Employee Title:

Non-Exempt Grade

Exempt

Please check the authority amount for employee class/grade noted above.

\$500 \$1,000 (Non-exempt Grades 07-09; see job titles with grades on page 2 of this form.)

\$1,000 \$2,500 (Non-exempt Grades 10-11; see job titles with grades on page 2 of this form.)

\$2,500 \$5,000 (Non-exempt Grades 12-13; see job titles with grades on page 2 of this form.)

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Employee Name:

(Print)

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Please check the authority amount for employee class/grade noted above.

\$500 \$1,000 (Non-exempt Grades 07-09; see job titles with grades on page 2 of this form.)

\$1,000 \$2,500 (Non-exempt Grades 10-11; see job titles with grades on page 2 of this form.)

\$2,500 \$5,000 (Non-exempt Grades 12-13; see job titles with grades on page 2 of this form.)

Limit Amt: (Exempt Employee)

Please forward this form to Accounting, Holloway Hall Room 217.

BAs can delegate signing authority to **Non-Exempt** employees with the following grades and limits:

Non-Exempt Employees Grades 01-06: \$0 signing authority

Non-Exempt Employees Grades 07-09: Upper limit of \$1000, unless noted below

Non-Exempt Employees Grades 10-11: Upper limit of \$2500, unless noted below

Non-Exempt Employees Grades 12-16: Upper limit of \$5000, unless noted below

Below are examples of more common **Non-Exempt** job titles with the authority limit. If you don't see a specific job title below, follow the limits based on the Non-Exempt grade above.

Account Clerk I and II (Grades 04 and 06) – \$0

Account Clerk III (Grade 08) – Limit of \$1000

Accounting Associate (Grade 09) – Limit of \$1000

Administrative Assistant I and II (Grades 08 and 09) – Limit of \$1000

Buyer I (Grade 10) – \$0 (segregation of duties issue)

Buyers Clerk and Buyers Clerk Sr (Grades 06 and 07) – \$0 (segregation of duties issue)

Executive Administrative Assistant I and II (Grades 10 and 11) – Limit of \$5000

Executive Administrative Assistant III (Grade 13) – Limit of \$5000

Food Service Aide I and II (Grades 02 and 03) – \$0

Food Service Specialist (Grade 10) – Limit of \$2500

Food Service Supervisor (Grade 06) – \$0

General Assistant and General Associate (Grades 07 and 08) – \$0

Groundskeeper (Grade 02) – \$0

Housekeeper, Housekeeper Lead, Housekeeping Supervisor I (Grades 02, 03, 06) – \$0

Housekeeping Supervisor II (Grade 08) – Limit of \$1000

HVAC Mechanic II (Grade 14) – Limit of \$5000

IT Support Associate and IT Support Specialist (Grades 14 and 15) – Limit of \$5000

Library Services Assistant (Grade 04) – \$0

Library Services Specialist (Grade 10) – Limit of \$2500

MT Maintenance Mechanic and MT Maint Mechanic Sr (Grades 07, 08) – Limit of \$1000

MT Maintenance Mechanic Lead (Grade 10) – Limit of \$2500

Office Clerk I and II (Grades 03 and 05) – \$0

Office Supervisor I and II (Grades 07 and 08) – Limit of \$1000

Office Supervisor III (Grade 10) – Limit of \$2500

Police Communications Operator (Grade 08) – Limit of \$1000

Program Management Specialist (Grade 10) – Limit of \$2500

Program Administration Specialist (Grade 12) – Limit of \$5000

Security Guard (Grade 04) – \$0

Storekeeper I, II and III (Grades 04, 06 and 09) – \$0 (segregation of duties issue)

Exceptions to **Non-Exempt** signing authority limits can be requested by the BA to the AVP of Administration and Finance (Tony Pasquariello as of 2/15/17).