

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

Signature Requirements

Purchase Requisitions	\$1 to \$4,999	Department Chair or Director
	\$5,000 to \$9,999	Dean or Executive Director or Vice Provost
	\$10,000 and over	President or Vice President
Budget Revisions	Between existing object codes within a Department Budget	Department Chair or Director
	Between Departments within a Division	Dean or Executive Director or Vice Provost
	Between Departments of different Divisions	Vice Presidents
Petty Cash Reimbursement	\$1 to \$100	Department Chair or Director
Physical Plant Work Request		Department Chair or Director
Travel Authorization*/Travel Reimbursement Claims		Employee's immediate supervisor <u>and</u> Department Chair or Director <u>and</u> Executive Director or Dean or Vice Provost
Invoices/Payment Request		Department Chair or Director
Time Sheets		Employee's immediate supervisor

*Approval of the appropriate Vice President (or President for Senior Staff) is required in addition to other required approvals for out-of-state travel for all employees.

Effective: March 1, 2007