



Business Transactions

The following signature levels are applicable for purchases made against any existing contract or agreement:

Administrative	or	Academic	Signature Level
Assistant Budget Officer		Budget Administrator	UP TO \$5,000
		Principal Investigator Assigned to a Sponsored Program	UP TO \$5,000
Budget Officer		Department Chair	UP TO \$10,000
Director/Dean		Assistant/Associate Dean	UP TO \$25,000
Assistant or Associate Vice President		Dean - Loyola College	UP TO \$100,000
		Dean - Sellinger School of Business and Management	UP TO \$100,000
		Dean - School of Education	UP TO \$100,000
Vice President for Administration, Vice President for Advancement, Vice President for Enrollment Management and Communications, and Vice President for Student Development		Vice President for Academic Affairs	UP TO \$500,000
Executive Vice President, Vice President for Finance & Treasurer			UP TO \$1,000,000
President		President	UP TO \$5,000,000
Chair or Vice-Chair of the Board of Trustees		Chair or Vice-Chair of the Board of Trustees	\$5,000,000 AND OVER

Prior to any purchases that require a contract or agreement, refer to the Negotiating and Entering into Contracts or Agreements Policy.

CROSS-REFERENCED POLICIES:

- Negotiating and Entering into Contracts or Agreements Policy
- Procurement Card Policy