

Millsaps College
Schedule of Authorizations

This Schedule of Authorizations is provided to maximize the efficiency of the College's fiscal management and planning activities and provide a structure which promotes coordination of these activities in an organized, effective manner. The following positions have been abbreviated as follows: Vice President, Finance – VPF, Vice President, Institutional Planning & Assessment – VPIPA, SVP of Academic Affairs and Dean of the College - SVP.

Spending Authority - see A/P Policies and Procedures Handbook – **PO's issued upon vendor request**

Academic Expenditures – within operating budget

- Department Chairs – up to \$500
- Associate Deans – up to \$2,500
- SVP – up to \$10,000
- \$10,000 – \$50,000 requires additional signature of VPF, (with email notification of expenditures over \$25k to VPIPA and President),
- Over \$50,000 require the additional signature of the President.

Else School – within operating budget

- 10, 20, 30 and 60 accounts – Dean of the Else School up to \$15,000
- SVP - up to \$25k
- \$25,000 - \$50,000 requires additional signature of VPF, (with email notification of expenditures over \$25k to VPIPA and President)
- Over \$50,000 requires the additional signature of the President
- For “programs” within the Else School – specifically the European program, EMBA, Business Advantage....budgets for those programs can be pre-approved.....and all expenditures should be authorized with the Dean of the Else Schools' signature....and no further approval by the SVP is required

Non-academic Division Expenditures – within operating budget

- Designated personnel as assigned by Executive Staff – up to \$1,000
- Executive Staff – up to \$10,000
- \$10,000 – \$50,000 requires additional approval VPF, (with email notification of expenditures over \$25k to VPIPA and President)
- over \$50,000 requires the additional signature of the President
- * Designated personnel – staff with signature authority must be nominated by the Executive Staff member to whom they report and approved by VPF and VPIPA)

Athletic Expenditures – within operating budget

- Designated personnel - \$5,000
- Dean of Students - \$10,000
- Over \$10,000 requires additional approval of VPF and VPIPA up to \$25,000
- Over \$25,000 requires additional approval of President

Gift and Savings Accounts (10 & 20 GL accounts)

- Responsible Executive Staff member – up to \$10,000
- Over \$10,000 requires the approval of the VPF and VPIPA

Delegation of authority - VPF and VPIPA substitute for each other when one is absent. President may delegate his signature authority to SVP, VPF or VPIPA in his absence.

Note: Department chairs and budget managers may view their budgets using “Major Access”. As long as YTD amount is positive (expenditures are under budget) and the amount of proposed expenditure will still be under budget, authorization is as indicated above. If the YTD budget variance is negative (YTD expenditures have exceeded budget), proposed expenditures must be approved as set forth below. The final signature authority on expenditures that exceed budget is validating with their signature that the excess over budget will reverse in the next 3 months, or that a formal approval to exceed budget has been obtained by the VPF, who will also sign and approve the expenditure.

Academic Expenditures – which exceed budget

- Up to \$10,000 requires signature of SVP and VPF
- Over \$10,000 requires signature of President

Non-academic Divisions Expenditures – which exceed budget

- Up to \$10,000 requires signature of VPF and VPIPA
- Over \$10,000 requires signature of President

Athletics Expenditures – which exceed budget

- Up to \$10,000 requires signature of Dean of Students and VPF
- Over \$10,000 requires signature of President

Contract Renewals

Contracts that a department wishes to renew during the upcoming fiscal year can be vetted and approved during the annual budget approval process (by July or August). As a policy, the College would like to check pricing periodically to ensure that we are capturing the most favorable rates. As a result, a request might be made that before approval to renew, quotes or bids be obtained.

For those contracts which are not approved as part of the annual budgeting process, all contracts which exceed \$10,000 on an annual basis, and commit the College to more than one year of service require the approval of the operationally responsible executive staff member, the VPIPA and the VPF. Those in excess of \$25,000 over the term of the contract require the additional approval of the President of the College. Renewals of existing contracts require the same approval process. To allow sufficient time for review and negotiation, at least 4 months prior to the expiration of the current contract, the approval team should be notified, and a contract renewal plan developed for and approved by the VPIPA and VPF. This plan should include obtaining quotes from other providers and how that will be accomplished. All current contracts fall into this category and include but are not limited to contracts for food services, insurance, telephone services, etc.

Existing Endowments – management of endowed funds

The establishing documentation of all existing endowed funds must be on file with the office of the VPF, and the office of the VP for Institutional Advancement. Requests for non-ordinary expenditures from endowed funds must be pre-approved by the Dean of the College (if academic in nature), as well as the President, prior to any commitments being made. Request for expenditure must be accompanied by a justification, as well as documentation to prove that the expenditure is in compliance with the spending criteria of the endowment. This documentation must be reviewed by the VPF as well as the Associate VP for Development Operations, Institutional Advancement who will ensure compliance with the gift agreement prior to the expenditure being made.

Annually, a budget to spend from endowed funds is prepared by the President and approved by the Board of Trustees. All endowed funds are managed in accordance with the Millsaps College Endowment and Quasi-Endowment Funds Investment Policy Statement as approved by the Board of Trustees. Cash flow needs are managed by the VPF who maintains a monthly/quarterly cash flow projection which is reviewed quarterly with the President, SVP and VPIPA. Any borrowings to meet cash flow needs must be preapproved by the President and then by the Finance Committee of the Board of Trustees.

Salary, Hiring Decisions and Compensation

Academic Positions – In accordance with the Faculty Handbook, appointments to the faculty are made by the Board of Trustees upon the recommendation of the President. Requests for positions shall be made in writing by the department chair or associate dean to the Dean of the College, who will then consult with the Academic Council and the President before authorizing a search. Only the President or the Dean of the College (with the approval of the President) has the authority to make an official offer of appointment. Academic salaries are established by the Academic Dean and must be approved by the President. All new hires must undergo background checks.

Nonacademic Positions – A detailed checklist for this process may be requested from Human Resources. Requests for positions should be sent to the Human Resource department on a *Job Requisition Form* along with a current job description. Human Resources will conduct salary research and confer with Human Resource committee to establish a salary range and approve the request. Once approved, Human Resources will notify the vice president of the hiring department of the decision. Hiring department will create an appropriate job posting. All positions must be posted on Millsaps' Employment Opportunity web page. Hiring decisions should be approved by department head and/or division vice president prior to extending an offer to a candidate. Employment is contingent on a successful background investigation.

See personnel hiring protocol.

Compensation amounts are reviewed and established by the responsible Executive Staff member with the Director of HR, the VPF and VPIPA. See policy on establishing compensation.

Development

Because of the importance of a cohesive approach to fundraising to maximize the benefits to the College, all fundraising efforts must be coordinated/approved by the Division of Institutional Advancement. The VP for Institutional Advancement will consult with the President where the nature and level of fundraising requires presidential attention.

Each year, those divisions that engage in fundraising shall submit an annual fundraising plan which identifies their needs and targeted prospects, with the understanding that it will be reviewed and revised within the greater context of the overall needs of the College. The approval of the VP of Institutional Advancement is required before engaging in specific fundraising activities.

When fundraising results in the establishment of new endowments, the VP of Institutional Advancement must approve the associated legal documentation and provide a copy to the VPF so as to ensure that future expenditures are in compliance.

Grants

Requests to apply for grant funding must be pre-approved by the Associate Dean, the Dean of the College, the VPF and the VPIPA. A minimum of 30 days' notice to the Dean is required before the due date of the grant application. Requirements of the grant must be reviewed to ensure that the College can meet grant compliance requirements and a process coordinated with Institutional Advancement for any required follow-up and reporting.

Legal Documents – Memorandums of Understanding, Contracts, etc.

All legal documents must be pre-approved by the VPIPA or the Special Assistant to the President who will make the determination whether outside legal counsel is necessary and if so, coordinate the review and negotiation of all legal documents with counsel. All contracts require the signature of the CFO, SVP, the VPIPA or the President.

Construction projects/Renovations/Real Estate – Master planning falls under the purview of the VPIPA any contemplated needs must be pre-approved by the VPIPA, whose office will coordinate design specifications, costing, project management, etc. Day-to-day operational projects that are construction/maintenance related fall under the Physical Plant division and the VPF. Expenditures for day-to-day operations fall under the normal spending authorization requirements.

Strategic Planning - all divisions should engage in strategic planning that is consistent with the overall strategic plan of the College. Such activities should be coordinated with the VPIPA.

Laptops, Computers or other IT/Computer Equipment, and Software

The purchase of any computer equipment or software using Millsaps funds must be coordinated through Information Technologies PRIOR to purchase to ensure that it can be maintained by the department and meets our required configuration standards. Requests should be submitted prior to June 1 of each fiscal year. If it does not meet our specifications or is problematic from a maintenance perspective, the request will be denied and returned to the requestor for reconsideration. BYOD's will be supported at the discretion of ITS.

Marketing

Arrangements with marketing, communication, website and social media vendors, printing companies, and advertising through all media should be vetted with the Office of Communications and Marketing before entering into any contractual or verbal agreements. Sufficient time* for consideration of vendors should be given before project deadlines. Millsaps Communications and Marketing offers certain services at no charge to campus departments, such as project management, publicity or marketing strategy, design for print, web development, writing/editing, and photography. Should a department need an outside vendor due to schedule constraints, staffing availability or special expertise, Communications and Marketing can provide recommended vendors that are familiar with the College graphic and website standards. Even if a department chooses to go to an outside vendor at its own expense, Communications and Marketing can assist with project management and vendor oversight.

**College best practices allow from 2-6 weeks for college communications departments and vendors to complete work depending upon the project's complexity, so time for vendor selection should be added to the project timeline.*

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