

Delegation of Signature Authority Chart

Updated 01/21/25

Department	Area w/in Department	Title	Authority Granted
Academic Affairs	All	Acting Provost	All. No financial limits. All lab school contracts and records.
	Independent Personal Service, Guest Speaker, and Educational Course Development Template Agreements and any other contracts for Academic Affairs that route through TCM.	Academic Affairs Contracting and Budgeting Business Manager	All agreements/contracts in the TCM system including third party agreement & all templates for AA. No financial limits. All NTT Faculty Contracts and all Summer, Distance Education, Project Kitty Hawk (PKW) and App State Online (ASO) Faculty contracts.
	Office of Research including Sponsored Programs, Student Research, and Research Protections.	Vice Provost for Research and Innovation	All contracts and legal documents for the Office of Research. No financial limits.
	Office of Research, Sponsored Programs	Director of the Sponsored Programs	Any contracts or legal documents for sponsored programs. No financial limits.
Appalachian State University Foundation, Inc.		President, or Interim President	All. No financial limits.
Athletics	All	Athletics Director	May sign any agreements; is required to sign any contract at \$10,000 or more.

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	All	Deputy Athletics Director /CFO	Any agreements up to a value of \$10,000 and hotel/game agreements up to \$10,000 for the following sports: Baseball, Wrestling, Women's Soccer, Softball, Football and Men's Basketball. Also authorized to make accounting manual exceptions up to limits provided by the Director of Athletics on 03.08.23
	Volleyball, Women's Basketball, Women's Tennis, Track & Field, Cross Country, and Field Hockey	Senior Associate Athletics Director	Hotel and Game agreements up to \$10,000 for the following sports: Volleyball, Women's Basketball, Women's Tennis, Track & Field, Cross Country, and Field Hockey
	Cheerleading	Associate Athletics Director	Hotel and Game agreements up to \$10,000 for Cheerleading Only.
Chancellor's Office	All	Chancellor, or Interim Chancellor	All. No financial limits.
	In Chancellor's absence all; Division of External Affairs and Strategic Initiatives; Turchin/Schaefer and Communications	Vice Chancellor for External Affairs and Strategic Initiatives/ Chief of Staff	All. No financial limits in absence of Chancellor.
	Turchin/Schaefer Center	Executive Director of Arts Engagement and Cultural Resources	All agreements, other than HR, for Turchin and Schaefer, up to \$75,000.
	Information Technology Services	Chief Information Officer (CIO)	All contracts for the purchase of new software, IT license agreements, website agreements, data transfer agreements, maintenance agreements, employment agreements, and other contracts related to the operation of ITS.

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	University Communications	Associate Vice Chancellor and Chief Communications Officer	All financial documents and contracts for UComm up to \$25,000.
	University Events/Grandview Ballroom	Executive Director of Donor Engagement and University Events	Contracts for university events held in Grandview Ballroom and other facility use agreements issued by her office, up to a value of Ten Thousand Dollars (\$10,000).
Division of Institutional Integrity	All (and direct reports as listed) Includes OGC, Access & Equity, Office of Compliance and Ethics (including Enterprise Risk Management), and Internal Audit.	General Counsel or Interim General Counsel and Director of the Division of Institutional Integrity	Contracts up to a value of \$50,000. May sign contracts over \$50,000 with prior approval of Chancellor. May sign settlement agreements on behalf of the University up to a value of \$74,999 with prior approval of Chancellor.
Enrollment Management	All	Vice Chancellor for Enrollment Management	All, except articulation agreements. No financial limits.
Finance and Operations	Finance and Budget	Chief Financial Officer or Interim Chief Financial Officer	All. No financial limits.
	Campus Services including App Card Office, Campus Dining, Campus Bookstore, Conference and Event Services, Parking and Transportation, and University Post Office	Vice Chancellor for Student Affairs	All. No financial limits.
	Facilities Operations; Planning, Design and Construction; New River Light and Power; Human Resources; and the Office of Sustainability	Vice Chancellor for External Affairs and Strategic Initiatives/ Chief of Staff	All. No financial limits.

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	Human Resources	HR Business Partner within Academic Affairs	Immigration petitions for H1-B status or sponsorship for permanent residence.
	Human Resources	Director of Employment	Immigration petitions for H1-B status or sponsorship for permanent residence; only in the event of the HR Business Partner- Academic Affairs absence
	Conference and Event Services	Director of Conference and Event Services	All contracts for Conference and Event Services. No financial limits.
	Controller's Office	Associate Vice Chancellor and University Controller	Vendor Credit Applications and Direct Deposit Enrollment Forms CP30-Dual Enrollment Forms, IRS Form W9 and series W8, 1042, and 1099, IRS forms series 941 (Payroll Tax forms) and other matters as designated on IRS Form 2848, NC Department of Revenue Payroll Tax filings, NC Department of Revenue Sales Tax Exemptions.
	Controller's Office – Contracts and Grants Accounting	Executive Director for Contracts and Grants Accounting	All financial documents related to Contracts and Grants post award compliance for University Sponsored Programs. Can delegate signature authority to Assistant Directors and Contracts and Grants accountants to sign invoices sent to program sponsors.

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	Controller's Office	Senior Associate Controller	IRS form W9, NC Sales Tax Exemption forms.
	Controller's Office – Tax Compliance	Tax Compliance Director	IRS form W9, NC Sales Tax Exemption forms.
	Procurement Services	Chief Procurement Officer	Vendor Credit Applications and Direct Deposit Enrollment Forms, NC Sales Tax Exemptions, Procurement related forms such as formal bids, RFPs, and RFQs.
	New York Loft (Finance and Operations)	Manager of Operations	New York Loft Guest Reservation Agreements.
	New York Loft (Finance and Operations)	Director of New York Loft and Executive Assistant	New York Loft Guest Reservation Agreements; only in the event of The Manager of Operations absence.
Student Affairs	All	Vice Chancellor for Student Affairs	All. No financial limits.
	All	Associate Vice Chancellor for Student Affairs	All. No financial limits. (interchangeable with VC for SA).
University Advancement	All	Vice Chancellor for University Advancement or Interim Vice Chancellor for University Advancement	All. No financial limits.