

Policy on Delegated Authorities for Event Order Approvers

Policy Reasoning

Consistency: auditing, applying, and enforcing Divisional approval and authority levels is substantially more sustainable and effective when the same rules, limits, and approval authorities are provided to comparable departments, units, and staff members.

Efficiency: at the root of our Divisional operations is a duty to serve our students. Empowering our trusted staff members to execute that duty requires that we operate in the most efficient and consistent manner possible. Restrictive levels, authorities, or gaps in the distribution across departments and units reduces our capacity to operate as needed to serve our students.

Equity: each unit and department has its own needs. A uniform policy allows us to better identify specific areas where additional support, greater approval limits, or more restrictive limits may improve our operations. These adjustments can then be administered and documented in our policies without sacrificing consistency, efficiency, or equity across our Division.

Administration of Unified EOA Levels

The administration of EOA levels across DSAS is follows this guidance regarding maximum \$ limits:

- \$100,000 for AVC - BFM
- \$15,000 for Directors - BFM and existing EOA Directors;
- \$5,000 for Financial Analysts - BFM;
 - If you have a financial staff member who you feel should be an EOA, please consult with DSAS Budget & Financial Management. A brief assessment will be performed to ensure sufficient EOA coverage does not exist & to assign the appropriate EOA level to your financial staff member.

Reach out to DSAS Financial with inquiries regarding adjusting or adding an EOA limit to a position.

Note 1: in accordance with UC policy, EOAs are the “middle-mxn” between form preparers & form certifiers. EOAs should routinely review & observe the processes used to ensure that EECs and other reviewers/signers are not delegating to staff who have not completed the appropriate training & been delegated the appropriate authority.