Policy on Delegated Authorities for Event Expense Certifiers

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.

Administering Top-Level Authority

Associate & Assistant Vice Chancellors are empowered with top-level approvals to oversee & approve restricted entertainment expenses up to $1,000. This reduces redundancy in levels across our departments & allows the leadership staff with greater visibility on the appropriateness of events to exercise their judgment. This reduces the administrative burden on our Vice Chancellor and their administrative staff in fielding requests.

Administering Unified EEC Levels

A comprehensive review of all units and departments was conducted to assess the depth of each unique organization in our Division. EEC levels were then associated with a specific level of depth and need for authority. You can view the application of this assessment below.

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Note 1: *staff members should be evaluated on their need for EEC authority to ensure EEC levels are distributed appropriately, especially where discrepancies in titles may lead to higher EEC levels. EEC (and EOA) levels will naturally be assigned to certain titles. However, staff members who are not responsible for organizing events, programs, business meetings, etc. should not be considered for EEC authority.*

Note 2: *forms should be routed directly to your analyst & then passed to the relevant signing authority, Dept Head. Administrative staff should not be involved as "middle-men" to review forms. The purpose of leaders receiving these authorities is so that they will exercise prudence when reviewing materials. Additionally, Financial Analysts are responsible for initial policy reviews to ensure that forms are within UC & Divisional policy before being passed to the signing authority.*

The following chart is for use as guidance to determine EEC levels in your department.

DSAS EEC aka Entertainment Approver Guidance					
Up to:	$500	$1,000	$5,000	$10,000	$20,000
Acct Code: 001253 – Study Break/Orientation/Dances/Festivals/Student Org Events/Student Organization Group Meetings/Residential Floor Programs/FSH Culinary Culture Share/Commencement	Level 6 EECs and above	Level 5 EECs and above	Level 4 EECs and above (route through Financial Analyst using Ent Ref 1.3.1 or Ent Ref 1.3.2)	Level 3 EECs and above (route through Financial Analyst using Ent Ref 1.3.1 or Ent Ref 1.3.2)	Level 2 EECs and above (route through Financial Analyst using Ent Ref 1.3.1 or Ent Ref 1.3.2)
Acct Code: 001260 – Tickets/Entry Fees for Student Programming Events NOTE: Consult with your Financial Analyst when purchasing tickets **** Tickets are a restricted expense requiring top level approval from an EEC ****	Level 5 EECs and above				
Acct Code: 001270 – Business Meeting/All Staff Training	Level 5 EECs and above (route through Financial Analyst using Ent Ref 1.3.1 or Ent Ref 1.3.2)				
Acct Code: 001272 – Employee On-The-Job Meals (including Move-in/Move-out/Commencement)					
Acct Code: 001250 - Employee Morale (i.e., All Staff Appreciation/Retirement Celebration/Holiday Event)	****TOP LEVEL APPROVAL REQUIRED**** **Level 2 EECs** and above (route through Financial Analyst using Ent Ref 1.3.1 or Ent Ref 1.3.2)		****TOP LEVEL APPROVAL REQUIRED**** **Level 1 EECs** and above VC – DSAS or designee (route through Financial Analyst using Ent Ref 1.3.1 or Ent Ref 1.3.2)		