

Jacksonville State University
Expense Authorization Matrix
This matrix operates as a subset of Policy I.05.03

Type of Transaction	President	Senior Vice President, Finance and Administration, CFO	Vice Presidents and University Counsel	Controller	Procurement	Budget Managers
Banner Systemic Requisition/Purchase Order/Invoice (workflow will come to the Budget Manager, go to Procurement, then to the Cabinet Level, then to Controller or CFO depending on dollar amount) NOTE: Paper invoices \$50K+ are currently signed by the CFO or Controller. Once Banner workflow is programmed and implemented, the hardcopy invoices will no longer need a signature.	NA	>\$50K	\$10K-\$49,999.99K	\$5K-\$49,999.99K	\$5K-\$49,999.99K	up to \$4,999.99
Direct Voucher/Invoice (workflow will go to Procurement from the Budget Manager, then to Cabinet Level, then to Controller or CFO depending on dollar amount) NOTE: Paper invoices \$50K+ are currently signed by the CFO or Controller. Once Banner workflow is programmed and implemented, the hardcopy invoices will no longer need a signature.	NA	>\$50K	\$10K-\$49,999.99K	\$5K-\$49,999.99K	ALL	up to \$4,999.99
Athletic Sponsorship and Advertising contracts ALL CONTRACTS MUST BE REVIEWED BY THE JSU FOUNDATION. ALL CONTRACTS >\$10K MUST BE REVIEWED BY LEGAL. ALL CONTRACTS MUST BE PROVIDED TO LEGAL AFTER ALL SIGNATURES TO BE UPLOADED INTO iCONTRACTS.	>\$20K to <\$750K (those >\$750K reference Policy I.05.03) after Legal review	>\$20K to <\$750K (those >\$750K reference Policy I.05.03) after Legal review	Vice President of Intercollegiate Athletics may approve all <\$20K Legal reviews all >\$10K	Director of Philanthropic Services reviews all	NA	NA