

Purchasing Authority Form

This purchasing authority form allows Finance to identify those in your department with authority to authorize contracts and other purchases.

A summary of SPU's delegation limits is as follows:

President	1	- Any operating budget expenditures included in the annual operating budget approved by the Board of Trustees. - Any amount for institutional contracts with designated funding source. - Any amount for capital projects as long as any projects
VP Business and Finance	2	- Up to \$150,000 for operating budget expenditures included in the annual budget approved by the Board of Trustees. - Up to \$250,000 for institutional contracts and capital
Provost/CAO/Other VPs/Asst Provosts	3	Up to \$75,000
Direct reports to Provost/CAO/VPs/Asst Provosts	4	Up to \$50,000
Named positions listed below reporting to Level 4	5	Up to \$10,000
Named positions listed below reporting to Level 5	6	Up to \$5,000
Named positions listed below reporting to Level 6	7	Up to \$2,000

Role title	Position Number	Delegation
President	150993	1
Vice President for Business and Finance	150989	2
Vice Provost for Academic Affairs	150652	3
Vice President for Advancement	150154	3
Vice President for Student Life	150878	3
Vice President for Enrollment Management and Marketing	150155	3
Interim Chief Academic Officer	150999	3
Associate Vice President, University Communications	150733	4
Executive Assistant to the Vice President for University Advancement	150584	4
Executive Assistant to the Vice President for Business and Finance	150177	4
Director of Advancement Services	150000	4
Assistant Vice President for Facility Management	150718	4
Executive Assistant, Vice Provost for Academic Affairs	150150	4
Chief Investment Officer and Treasurer (SP Foundation)	150485	4
Dean for the School of Theology and Professor of Theology and Ethics	150663	4
Assistant Vice President of Undergraduate Admissions	150140	4
Assistant Provost for Faculty Development	150229	4
Director, Safety & Security	150903	4
Assistant Provost for Community Life	150179	4
Professor of Biology	150854	4
Interim Dean, School of Health Sciences, Associate Professor of Nursing	157780	4
Senior Director of Graduate and International Admissions	150340	4
Assistant Vice President Finance/Controller	150997	4
Associate Vice President - University Advancement	150532	4
Assistant Provost for Experiential Learning and Student Success	150445	4
Assistant Vice President, Student Financial Services	150730	4
Dean, School of Psychology, Family, and Community	150664	4
University Registrar	150975	4
Enrollment Budget Manager	150504	4
Executive Assistant to the Vice President, Office of Student Life	150706	4
Executive Assistant to the Provost	150582	4
University Chaplain	150494	4
Executive Director, University Services	150741	4
Interim Director of Endowments and Gift Planning	157841	4
Assistant Vice President for Information Technology	150740	4
Dean of the Library; Assistant Provost for Educational Technology	150491	4
Dean, School of Education	150704	4
Financial Planning Manager	150431	4
Interim Co-Dean, College of Arts and Sciences	1TA168	4
Dean, School of Business, Government and Economics	150703	4
Executive Assistant to the President	150742	4
Director of Student Health and Counseling Center	150371	4
Assistant Provost, Institutional Effectiveness	150723	4
Assistant Vice President of Human Resources	150722	4
Associate Dean, Director of General Education and Undergraduate Curriculum	150142	4
Director of Advancement	150492	4
Interim Co-Dean, College of Arts and Sciences	1TB168	4
Assistant Provost, Office of Sponsored Programs	150519	4

Athletics Director	150656	4
Executive Assistant to CIO and Treasurer	150309	5
Office & Transportation Manager	150936	5
Associate Professor of English; Dept Chair	150439	5
Director, Seattle Pacific University Seminary	150235	5
Budget Manager, Athletics	150831	5
SBGE Executive Assistant and Building Operations Manager	150707	5
Acquisitions Librarian	150449	5
Associate Director of Human Resources	150737	5
John Perkins Center Director	150338	5
Associate Professor of Theatre; Dept Chair	150646	5
Professor of Biology	150855	5
Professor of Music; Director of the Music Therapy Program; Dept Chair	150773	5
Associate Professor of Computer Science; Chair CSC	150864	5
Director of The Center for Biblical and Theological Education (CBTE)	150236	5
Associate Professor of Business Law; Associate Dean, Undergraduate Studies	150009	5
Assistant Athletic Director, Communication Sports Information	150576	5
Clinical Learning Lab Coordinator	150194	5
Director for Housing and Meal Plan Services	150806	5
TIF Program Coordinator	1CT151	5
Associate Director of Student Financial Services Programs	150537	5
Director of Residence Life	150728	5
Professor of Marketing; Associate Dean of Graduate Studies	150591	5
Director of Infrastructure Systems	150977	5
Director Student Financial Aid	150215	5
Director, Marketing & Communications	150282	5
Associate Director, HRIS	150838	5
Professor of Family and Consumer Sciences; Co-Director of FCS	150623	5
Director, Camp Casey Conference Center	150684	5
Director of Marketing Technology	150186	5
Payroll Manager	150836	5
Professor of Christian Ministry, Theology and Culture	150413	5
Assistant Director	150505	5
Professor of Sociology; Director of Women's Studies	150562	5
Associate Professor of Biology	150202	5
Office Manager and Executive Assistant to CIO	150010	5
Program Manager for Study Abroad	150255	5
Executive Director, Center for Faithful Business	15T253	5
Assistant Professor of Nutrition; Director of Dietetic Internship; Co-Director of FCS	150316	5
Associate Professor of Mathematics	150606	5
Professor of Physics	150468	5
Senior Student Financial Services Business Analyst	150678	5
Director of Business Systems	150197	5
Director for Multi-Ethnic	150682	5
Associate Director of Graduate and International Admission	150438	5
School of Health Sciences Manager, Budget and Business Operations	150832	5
Finance Business Systems Analyst	150679	5
Human Resources Coordinator/Generalist	150918	5
Compliance Manager	150941	5
Associate Professor of Physics	150898	5
Professor of Art - Visual Communication	150849	5
Director of Technology Support Services	150816	5
Professor of Chemistry	150544	5
Director of Software and Data Systems	150335	5
Assistant Director for Facility Administration	150826	5
Associate Chaplain	150283	5
Professor of Sociology	150642	5
Director of Student Medical services	158823	5
Student Employment Manager	150947	5
Senior Financial Operations Manager	150530	5
Senior Associate Director of Undergraduate Admissions	T99877	5
Design Manager	150907	5
CAS Budget Manager	150906	5
Director, Center for Applied Learning	15T659	5
Associate Professor of Worship and Historical Theology	150211	5
Professor of Electrical Engineering	150848	5
Bookstore Manager	150507	5
Associate Professor of French	150875	5
Senior Financial Analyst	150484	5
Site Manager, Casey Conference Center	150683	5
Office & Operations Manager, Student Counseling Center	150343	5
Associate Professor of Curriculum and Instruction; Assistant Dean	150867	5
Director of Academic Programs, School of Business, Government and Economics	150825	5
Assistant Dean for Instructional Design and Emerging Technologies	150786	5
Associate Professor of History; Dept Chair	150880	5
Associate Director of Graduate Programs School of Education	150578	5
Assistant Director of Graduate Admissions	150135	5

Accountant	150958	5
Professor of English; Director of MFA; Writer-in-Residence	150990	5
Science Laboratory Manager / Chemical Hygiene Officer	150817	5
Manager of Budget and Financial Information	150660	5
Director for Student Involvement and Leadership	150448	5
Manager, Budget & Business Operations - SPFC & UG Psychology	150710	5
Director of Enrollment SLATE Administration	150139	5
Director of Public Information	150822	5
Student Accounts and Loans Collection Manager	150536	5
Director for the Center for Career and Calling	150714	5
Senior Financial Analyst	150175	5
Budget Manager SBGE	150153	5
Associate Director of Undergraduate Admissions	150965	5
Assistant Director for Visits and Events	150524	5
Administrative Coordinator of the College of Arts and Sciences	150661	5
Pivot NW - YA Initiative PACE Budget Manager	157523	6
Associate Director, Conference Services	150805	6
Business Systems Analyst	150292	6
Assistant Director, Student Accounts	150952	6
Program Director CCC	150260	6
Program Director CCC	150668	6
Budget Coordinator	150383	6
Assistant Director, International	150001	6
Campus Program Coordinator: Commuters and Student Belonging	150382	6
Center for Professional Education Program Manager	150401	6
Assistant Director, Learning Services	150393	6
Assistant Director of Student Involvement and Leadership	150535	6
Associate Director, CBTE	150141	6
Program Manager, SPU Young Adult Initiative	157745	6
Area Coordinator for 2nd Year Halls	150164	6
Office and Events Coordinator	150481	6
Administrative Assistant School of Health Sciences	150518	6
Assistant Director of Residence Life	150579	6
CHA Assistant Residence Life Coordinator (Interim)	150920	6
Engineering Lab Coordinator	150174	6
Area Coordinator for 1st Year Halls	150574	6
School of Health Sciences Academic Programs Manager	150829	6
Faith Formation Program Director	157840	6
Assistant Director, School of Theology and Seattle Pacific Seminary	150181	6
Associate Director, Center for Applied Learning	157148	6
Office & Operations Manager	150480	6
Program Director CCC	150902	6
Program Director, Employer Relations	150189	6
Assistant Director for Freshman Admissions	150525	6
Program Coordinator Music and Theatre	150514	6
Administrative Assistant, Humanities	150517	6
Office Manager	150511	7
Facilities Service Desk Clerk	150979	7