UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-FIN
Procedure Number: ADM-FIN-06-01
Supporting Policy Number: ADM-FIN-06
Date Approved: 15 December 2004
Effective Date: 15 December 2004
Date Last Revised: 15 December 2004
Responsible Office: Provost

Signature Authority Procedure

Major Procedural Changes in This Release

This is the first release of the Signature Authority procedure.

Transaction Description	Specific Level of Authority	Office of the Director	Office of the Dean	Offices of the Assoc/Ass't Provost/Secretary General	Office of the Provost	Office of the Vice Chancellor	Office of the Chancellor	University Council
ALL EMPLOYEE TRANSACTIONS[1]		**or**						
Position Establishment and Classification	Establish a new position (unbudgeted)[2]			X	X	X		
	Reclassify (grade level) an existing position			X				
Recruitment/Appointment	Hire in a position requiring a Federal decree				X	X	X	
	Hire/renew contract for a budgeted faculty position		X	X				
	Hire/renew contract for a budgeted management/professional position			X	X			
	Hire/renew contract for a budgeted staff position	X	X	X				
	Student labor	X	X					
	Casual labor	X	X	X				
	Summer and holiday assignments	X	X	X	X			
Salary Administration	Annual performance evaluation	X	X	O				
	Annual salary adjustment guidelines			X	X	X		
	Merit salary adjustment guidelines			X	X	X		
	Transfer			X				
	Promotion/demotion (staff)			X				
	End-of-service			X				
	Special allowances			X	X	X		
	Overtime approval (budgeted)	X	X					
	Salary advance payment			X				
Leaves	Leave of absence – paid			X	X			
	Leave of absence – unpaid			X				
	Sabbatical		X	X				
	Sabbatical (allowance) for National faculty		X	X				
	Study leave			X	X			
	Vacation carry-forward	X	X	X				
	Pregnancy/maternity leave	X	X	X				
	Bereavement leave	X	X	X				
	Vacation leave	X	X					

[1] Includes review by Human Resources
[2] Includes review by Budget Office
[3] Includes review by Purchasing Office
[4] Includes review by Finance Office
[5] Computer hardware or software should be reviewed and initialed by the Office of the Chief Information Officer before further approvals are sought

X Signature required
O Only when a corrective action plan is proposed

Transaction Description	Specific Level of Authority	Office of the Director	Office of the Dean	Offices of the Assoc/Ass't Provost/Secretary General	Office of the Provost	Office of the Vice Chancellor	Office of the Chancellor	University Council
ALL EMPLOYEE TRANSACTIONS (cont'd)		**or**						
Termination	Dismissal			X	X	X		
	Resignation	X	X	X				
	Retirement	X	X	X				
	Death			X				
Other Transactions	Inviting visiting professors		X	X	X			
	Inviting academic advisory boards		X	X	X			
	Secondment of faculty to teach in the MBA Program		X					
	Allowing UAEU faculty to teach in and/or give lectures to governmental institutions		X	X	X			
	Formation of thesis discussion committees at graduate level		X					
	Reduction of teaching loads		X	X				
	Approval of conferences, workshops and seminars held within Academic Affairs	X	X	X	X			
PURCHASING GOODS AND SERVICES[3,5]		**or**						
Direct Order	Up to and including AED 10,000	X						
	Up to and including AED 50,000		X*					
	Up to and including AED 250,000			X				
	Up to and including AED 500,000			X	X			
	Up to and including AED 1,000,000			X	X	X		
	In excess of AED 1,000,000			X	X	X	X	
	* also applies to Director, Purchasing							
Negotiation	Up to and including AED 50,000	X						
	Up to and including AED 100,000		X*					
	Up to and including AED 500,000			X				
	Up to and including AED 1,000,000			X	X			
	Up to and including AED 2,000,000			X	X	X		
	In excess of AED 2,000,000			X	X	X	X	
	* also applies to Director, Purchasing							

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PURCHASING GOOD S AND SERVICES[3,5] (cont'd)		**or**						
Limited Tender	Up to and including AED 1,000,000			X				
	Up to and including AED 2,500,000			X	X			
	Up to and including AED 5,000,000			X	X	X		
	In excess of AED 5,000,000			X	X	X	X	
Public Tender	Up to and including AED 2,500,000			X				
	Up to and including AED 5,000,000			X	X			
	Up to and including AED 10,000,000			X	X	X		
	In excess of AED 10,000,000			X	X	X	X	
Other	Textbooks		X	X				
	Professional and consulting services			X	X			
	Physical plant – capital construction	Campus Development		X	X	X		
ACADEMIC PROGRAM DEVELOPMENT TRANSACTIONS		**or**						
	Initiate a new program		X	X	X	X	X	X
	Suspend or terminate an existing program		X	X	X	X		
STUDENT AFFAIRS TRANSACTIONS		**or**						
Students	Academic disciplinary councils/actions			X				
	Non-academic disciplinary councils/actions			X	X			
FINANCIAL TRANSACTIONS		**or**						
Travel	In the United Arab Emirates	X	X					
	Outside of the United Arab Emirates (faculty)		X					
	Outside of the United Arab Emirates (staff)	X	X	X	X			
	Travel reimbursement	X	X					
	Scientific/academic travel of national faculty within the framework of national faculty activities support program		X	X				

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FINANCIAL TRANSACTIONS (cont'd)		**or**						
Travel (cont'd)	Scientific/missions/trips of college deans		X	X				
	Approval of annual air tickets or cash	Human Resources						
	Advance payment			X				
Budget	Transfer within a chapter	X	X					
	Transfer between chapters[2]			X	X	X	X	X
	Budget increase request[2]			X	X	X		
	Establish a petty cash account[4]			X				
	Change petty cash amount[4]			X				
Other	New or renewed housing lease[4]	Human Resources		X				
	Car loan[4]			X				
	Declared conflict of interest or commitment			X	X	X		
RESEARCH TRANSACTIONS		**or**						

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