

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, Athletic Director 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 |