



Elizabethtown College

Contracting and Purchasing Authority Policy

Contracts, invoices, and purchase requisitions for payment must be reviewed and approved at each respective level outlined below based on the dollar amount of the request.

- **President:** Purchases/Contracts/Const. Contracts: Unlimited
- **Vice President for Finance:** Purchases/Contracts/Const. Contracts: Unlimited
- **Vice President for Operations & Auxiliary Services** Purchases/Contracts/Const. Contracts: \$25,000
- **Executive Director of Business & Financial Services/ Controller:** Purchases/Contracts/Const. Contracts: \$25,000
- **Senior Leadership Team:** Purchases/Contracts: Under \$10,000
- **Associate Provosts / Assistant Vice Presidents:** Purchases/Contracts: Under \$7,500
- **Academic Deans:** Purchases/Contracts: Under \$5,000
- **Managing Directors:** (Only those who oversee a departmental budget) Purchases/Contracts: Under \$2,500