



## **SPEND AUTHORITY Administrative Procedure**

Approved By: Executive Vice President  
Effective Date: March 1, 2019  
History: v.1  
Approval Date: March 1, 2019  
Type: Administrative Procedure  
Responsible Official: Vice President for Finance

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### **Administrative Procedure Statement**

This Spend Authority Administrative Procedure (this “Procedure”) serves as the administrative guideline for governance of Wake Forest University (the “University”) spending procedures and practices. The Procedure establishes expenditure authority for all charges to University accounts, with the exception of employment-related payments.

This Procedure does not govern Contract Authority, which is addressed in the Contract Management Policy and Contract Management Administrative Procedure. The Contract Management Administrative Procedure provides guidelines for who may execute written agreements, intended to create legally binding obligations with external parties, on behalf of the University. The Contract Management Administrative Procedure and related Policy can be found at <https://finance.wfu.edu/policies-procedures/>.

All faculty, staff, and students who expend funds on behalf of the University are subject to this Procedure.

### **Related Policies and Procedures**

Procurement Policy, F\_PS\_01  
Business Expense Policy, F\_AP\_02  
Contract Management Policy, 5.9.01  
Contract Management Administrative Procedure  
Meals & Entertainment Administrative Procedure  
Travel Administrative Procedure  
University P-Card Manual

## **Contact(s)**

Procurement & Payment Services: [procure@wfu.edu](mailto:procure@wfu.edu)  
[ap@wfu.edu](mailto:ap@wfu.edu)

## **Web Address for Procedure**

<https://finance.wfu.edu/policies-procedures/>

## **Exhibits**

**Exhibit A** – Approval Levels for Payment of Authorized Expenditures

## **Definitions**

“**Contract**” is defined in the Contract Management Policy as “any obligation of the University requiring performance of services, the use or transfer of property, or payment or receipt of money to, by, for, or from the University.” For purposes of the Contract Management Policy and the Contract Management Administrative Procedure, a renewal, amendment, addendum, change order, or any similar document intended to modify the terms of an existing contract is considered a contract.

“**Contract Authority**” refers to the authority granted to an individual to execute a written contract with a third party on behalf of the University, in accordance with the terms of the Contract Management Policy.

“**Spend Authority**” refers to the authority granted to an individual to approve payment for a University obligation in connection with the authorized procurement of goods or services by the University.

“**University**” includes, for purposes of this Procedure, Wake Forest University and its unincorporated schools, programs, departments, and operating units, including but not limited to Wake Forest College, Wake Forest University Graduate School of Arts and Sciences, Wake Forest University School of Business, Wake Forest University School of Divinity, Wake Forest University School of Law, and the unincorporated centers and institutes within each such School; Graylyn International Conference Center; WFDD 88.5 FM; and Wrought Iron Productions. For purposes of this Procedure, “University” does not include Reynolda House, Wake Forest University Baptist Medical Center or Wake Forest University Health Sciences, or their subsidiaries.

## **Guidelines**

### **Overview**

This Procedure documents the authority of individuals holding specified titles to expend funds on behalf of the University in the manner set forth herein. The attached Exhibit A establishes the administrative designation of this authority in effect as of the date noted on Exhibit A.

This Procedure distinguishes Spend Authority, which relates to requests from within the University for payments to third parties, from Contract Authority, which relates to the University’s agreements with third parties. Contract Authority is, by design, more limited than Spend Authority. An individual who is authorized under Exhibit A to request a payment by Financial Services’ Accounts Payable office in connection with the purchase of goods or services will not necessarily be the same

individual who is authorized to sign a contract with a third party documenting such purchase, should a written agreement be required.

This Procedure is intended to create a system of review and oversight that ensures compliance with Financial Services Policies and Procedures for all University expenditures, while the Contract Management Administrative Procedure establishes the process regarding the oversight, review, execution, and storage of written agreements intended to create legally binding obligations of the University. This Procedure assumes that individuals who are expending funds on behalf of the University have followed the normal business practices and policies of the University (i.e. goods or services have been received, payment has not previously been made, the type of payment is appropriate, etc.).

It is the responsibility of any faculty, staff or student of the University who approves the expenditure of University funds to review all supporting documentation for University spend, to ensure compliance with all underlying Financial Services policies and procedures, and to ensure funding is available prior to expenditure.

### **Spend Authority Management Process**

1. Departmental leaders are responsible for identifying personnel within their respective departments who will have authority to approve expenditures within the guidelines of this Procedure. Updates or changes to personnel identified in the University's ERP system (Workday) should be submitted to Accounts Payable using the Finance/Payroll Security and Spend Authorization Request Form, which can be submitted using <https://remedy.wfu.edu/>.
2. Accounts Payable will review the approval threshold request to ensure compliance with thresholds documented in Exhibit A. The authority to approve payments of authorized expenditures listed below is meant to serve as a general guideline for approvals. If, based on underlying job responsibilities, authorized representatives of Financial Services determine that a non-listed position is operationally equivalent to the title presented on Exhibit A, Financial Services may extend Spend Authority to individuals in such non-listed positions. Financial Services will require a formal approval request from departmental leadership to the individual with the appropriate title listed, along with a detailed job description for the position to which Spend Authority is being provided. Financial Services will review the full approval process to ensure proper segregation of duties is maintained.
3. Departmental leaders are responsible for communicating any changes in departmental Spend Authority to Financial Services.

### **Delegation**

The University's electronic approval system allows for delegation of assigned Spend Authority to others within the institution; provided, however, that an individual cannot delegate Spend Authority to someone with a lower level of Spend Authority. Financial Services will review all delegation requests to ensure they are reasonable in length and in adherence with the thresholds identified in Exhibit A. Delegation requests that exceed a reasonable amount of time (as determined by Financial Services) will be denied and the department will be asked to replace the individual who is delegating Spend Authority with the appropriate personnel. Delegations put in place during leaves of absence or paid time off must be to an equal or higher level position in the department or division.

**EXHIBIT A**  
**to Spend Authority Administrative Procedure**

**Approval Levels for Payment of Authorized Expenditures**

The table below sets forth the authority of individuals within the University to make requests for payment by the University's Accounts Payable office in connection with the authorized purchase of goods or services.

**The following approval does not include the authority to execute the contract for which the expenditure is being sought.** An individual who is authorized under this Exhibit A to request a payment by the University's Accounts Payable office in connection with the purchase of goods or services will not necessarily be the same individual who is authorized under the Contract Management Administrative Procedure to sign a contract with a third party documenting such purchase, should a written agreement be required.

<u>Position Title</u>	<u>Maximum Approval Limit for Budgeted Operating Expenses</u>
President	Unlimited
Executive Vice President	Unlimited
Vice President	\$1,000,000
Director of Athletics	\$1,000,000
General Counsel	\$1,000,000
Provost	\$1,000,000
Academic Dean	\$1,000,000
Associate or Assistant Academic Dean	\$500,000
Associate or Assistant Provost	\$500,000
Associate or Assistant Vice President	\$500,000
Dean of Non-Academic Unit	\$500,000
Controller	\$500,000
Chief of Staff	\$500,000
Senior Associate Director of Athletics	\$500,000
Executive Director of Real Estate	\$500,000
Executive Director, Finance & Operations, Advancement	\$500,000
Chief Administrative Officer, School of Business	\$500,000
University Chaplain	\$100,000
General Manager, WFDD	\$100,000
Assistant Controller	\$100,000
Chair of Academic Department	\$100,000
Director of a Department, Center, or Institute	\$100,000
Program Coordinator	\$25,000
Budget or Financial Analyst	\$25,000
Business Manager/Administrator	\$25,000
Associate or Assistant Director of a Department, Center, or Institute	\$25,000
Individuals specifically designated by the terms of a federal grant to approve payment for authorized expenditures relating to such grant	(Limited by grant terms)
All other faculty and staff	(Up to \$2,500, as authorized)

The designation of authority to approve payments of authorized expenditures set forth above amends, restates, and supersedes any practice, policy, delegations or guidelines regarding its subject matter, including but not limited to the Wake Forest University Authorization Approval Levels chart dated July 18, 2005. The authority limits set forth above are in effect as of March 1, 2019, and remain in effect until modified in an amendment to this Exhibit A.