**(\*\*) Administration Approval Limits**

11/17/22

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Indicated Dollar Amount** | **Approver** |
|  | **Capital Projects** |  |  |
| 1a |  |  | less than $200K | Administration:Danforth/Other:Medicine: | Associate VC Facilities Planning & ManagementAssociate VC Associate Dean of Operations & Facilities Management |
| 1b |  |  | $200K - $999K | Administration:Danforth/Other: Medicine: | EVC & CAOEVC Medical Affairs **or** VC Clinical Affairs **or** VC Med Fin & Admin |
| 1c |  |  | $1,000K - $4,999K | Administration:Danforth/Other:Medicine: |  EVC & CAOEVC Finance & CFOChancellorSame as above plus:EVC Medical Affairs **or** VC Clinical Affairs **or** VC Med Fin & Admin |
| 1d |  |  | $5,000K or more | FCP Committee (and Med Affairs if WUSM-related) |
| 1e |  |  | $10,000K or more | Executive Committee |
|  | **Real Estate Transactions** |  |  |
| 2a |  | purchase, sale or exchange |  |  |
| 2b |  |  | less than $200K | Administration:Danforth/other:Medicine: | Associate VC Real EstateVC Clinical Affairs **or** VC Med Fin & Admin |
| 2c |  |  | $200K - $999K | Administration:Danforth/other:Medicine: | EVC Finance & CFOVC Clinical Affairs **or** VC Med Fin & Admin |
| 2d |  |  | $1,000K - $4,999K | Administration:Danforth/other:Medicine: | EVC Finance & CFOEVC & CAOChancellorSame as above plus:EVC Medical Affairs **or** VC Clinical Affairs **or** VC Med Fin & Admin |
| 2e |  |  | $5,000K or more | FCP Committee (and Med Affairs if WUSM-related) |
| 2f |  |  | $10,000K or more | Executive Committee |
|  |  | in which the University is lessee |  |  |
| 3a |  |  | less than $1,000K | Administration:Danforth/other:Medicine: | Associate VC Real EstateVC Clinical Affairs **or** VC Med Fin & Admin |
| 3b |  |  | $1,000K - $4,999K | Administration:Danforth/other:Medicine: | EVC Finance & CFOVC Clinical Affairs **or** VC Med Fin & Admin |
| 3c |  |  | $5,000K - $14,999K | Administration:Danforth/other:Medicine: | EVC Finance and CFOEVC & CAOChancellorSame as above plus:EVC Medical Affairs **or** VC Clinical Affairs **or** VC Med Fin & Admin |
| 3d |  |  | $15,000K or more | FCP Committee (and Med Affairs if WUSM-related) |
| 3e |  |  | $25,000K or more | Executive Committee |
|  |  | in which the University is lessor |  |  |
| 4a |  |  | space is <= 5K; term any | Administration:Danforth/other:Medicine: | Associate VC Real Estate EVC Finance & CFO **if** term is >5 yearsVC Clinical Affairs **or** VC Med Fin & AdminEVC Finance & CFO **if** term is >10 years or >5 years if not for medical office |
| 4b |  |  | space is > 5K SF;term <= 25 yrs | Administration:Danforth/other:Medicine: | EVC Finance & CFOVC Clinical Affairs **or** VC Med Fin & Admin |
| 4c |  |  | space is > 5K SF;term > 25 yrs | Administration:Danforth/other:Medicine: | EVC Finance & CFOEVC & CAOChancellorSame as above plus:EVC Medical Affairs **or** VC Clinical Affairs **or** VC Med Fin & Admin |
| 4d |  |  | space is > 10K SF;term <= 15 yrs | Administration:Danforth/other:Medicine: | EVC Finance & CFOEVC & CAOChancellorSame as above plus:EVC Medical Affairs **or** VC Clinical Affairs **or** VC Med Fin & Admin |
| 4e |  |  | space is > 10K SF;term > 15 yrs | FCP Committee (and Med Affairs if WUSM-related) |
| 4f |  |  | space is > 10K SF;term > 25 yrs | Executive Committee |
|  | **IT Capital Projects** |  |  |
| 5a |  |  | less than $200K | Administration:Danforth/other:Medicine: | VC & Chief Information OfficerVC & Chief Information Officer |
| 5b |  |  | $200K - $999K | Administration:Danforth/other:Medicine: | EVC & CAOVC Med Fin & Admin |
| 5c |  |  | $1,000K - $4,999K | Administration:Danforth/other:Medicine: | EVC & CAOEVC Finance & CFOChancellorSame as above plus:EVC Medical Affairs **or** VC Med Fin & Admin |
| 5d |  |  | $5,000K or more | Finance Committee (and Med Affairs if WUSM-related) |
| 5e |  |  | $10,000K or more | Executive Committee |
|  | **All Other Personal Property Acquisitions or Dispositions** |  |  |
| 6a |  | Acquisition within an approved budget (any amount) | (No further approval needed) |
| 6b |  | Less than $1,000K | Director of Resource Management **or** Officer **or** Dean with oversight responsibility **or** their designees |
| 6c |  |  | $1,000K or more | EVC & CAO **or** EVC Finance & CFO **or** VC Clinical Affairs **or** VC Med Fin & Admin |
| 6d |  |  | In addition, any lease of $100K or more or any purchasing agreement in which WU makes installment payments unrelated to vendor performance milestones | Treasurer |

Note:

Project Committee reviews capital projects for facilities $200K and up; real estate purchase, sale, or exchanges $200K and up; university as lessee $1M and up; university as lessor 5K SF and up.