



**MEMORANDUM**

**DATE:** April 24, 2006  
**TO:** Chancellor's Cabinet  
**FROM:** Carol Griffin, Vice Chancellor  
**SUBJECT:** Increase in Authority for Entertainment Expense

In 2004, the advisory circular for defining entertainment type expenditures was created to provide understanding of and direction on how to receive approval of said expenses. The Vice Chancellor of Administrative Services is the SW delegate for approval of entertainment type expenses. At that time a small authority was extended to deans and directors in the amount of \$250, except in the case of the development office who was provided authority to \$1,000. As costs for these types of expenses have increased dramatically over the past year, I want to amend those amounts to allow business practices to flow a bit smoother, and quicker. Therefore, effective immediately, levels of authority are:

**Up to \$1,000 per event**

Academic Deans and Provost  
Dean of Students  
Library Director  
Director of Information Technology  
Community Campus Directors  
Director of Student Activities  
Chancellor Designee

**Up to \$5,000 per event**

Director of Development

**Exceeding \$5,000**

One Administrative Services Designee as determined by the Vice Chancellor

As reminder, this delegation is for purchases that fall into the specific definitions for account codes 3008, 4008, 3018, and 4018, and not for purchases that are defined under account code 8115. For full definitions of these account codes, please refer to the SW Accounting Manual.

Representational allowance expenditures (those that fall within the definition of account code 8115) may only be approved by the Chancellor at Juneau Campus, Director LeCompte at the Ketchikan Campus, and Director Johnston at the Sitka Campus. Furthermore, these expenditures may only be booked in the specific org and fund codes assigned to each.

If you have any questions, please contact Barbara Hyde at x6494.