

**Moreno Valley College
College Administrative Protocol & Authorization Matrix**

Activity:	Immediate Supervisor (Dean / Director) AND Next Level Manager	Functional Vice President	Vice		Cabinet	President	Board Policy	Admin Procedure	Notes
			President	Business Services					
Travel:									
							BP6900	AP6900	
In-State Travel Request	X	X		X					
In-State Travel Reimbursement	X	X		X					
Out of State Travel Request	X	X		X		X			requires BOT approval ^A
Out of State Travel Reimbursement	X	X		X		X			requires BOT approval ^A
Personnel:									
Classified:									
Appointment	X	X				X			requires BOT approval ^A
Temporary Change of Workload	X	X		X		X			requires BOT approval ^A
Permanent Change of Workload	X	X		X	X	X			requires BOT approval ^A
Special Projects	X	X		X		X			requires BOT approval ^A
Differential	X	X		X		X			
Temporary Employees	X	X		X		X			requires BOT approval ^A
ADA Temp & Perm Accommodation	X	X		X		X			
Certificated:									
Appointment	X	X				X			requires BOT approval ^A
Special Projects	X	X		X		X			requires BOT approval ^A
ADA Temp & Perm Accommodation	X	X		X		X			
Budget:									
Type A One Time Budget Transfers	X	X		X					
Type B One Time Budget Transfers	X	X		X					requires BOT approval ^A
Type A Perm Budget Transfers	X	X		X					
Type B Perm Budget Transfers	X	X		X					requires BOT approval ^A
<i>Note: Type A transfers are those within an object code series and type B between object code series.</i>									
Miscellaneous									
Non-Travel Reimbursement	X	X		X					
Purchase Requisitions									
Purchase Authorization	ALL	Greater than \$5,000	Equip Only			Greater Than \$87,800; Also Requires BOT Approval			
Contracts/Agreements									
In Preparation for Dr Mayo's Action	X	X		X		X			

A The functional vice president must be prepared to respond to BOT questions.

Revised 04/26/16 by Cabinet: ADA Accommodation to include the President's Approval
Revised 03/07/16
Adopted by Cabinet 10/15/2013