

Virginia Commonwealth University
Provost and Vice President for Academic Affairs
Dean and Authorized Approvers List
Procurement Services and Financial Transactions
As of November 15, 2016

School/Division	Department	Dean Level	Designee Level
Office of the Provost and Vice President for Academic Affairs		Gail Hackett, Provost and Vice President	Heidi Jack
	Academic Finance and Administration	Heidi Jack, Executive Director	
	Vice Provost for Faculty Affairs	Katherine Bassard, Sr. Vice Provost	
	Vice Provost for Academic Affairs	Deborah Noble-Triplett, Sr. Vice Provost	
	Office of Planning and Decision Support	Kathleen Shaw, Vice Provost	
Division of Community Engagement		Catherine Howard, Vice Provost	Brenda Ratcliffe
	Bridging Richmond	Jason Smith, Executive Director	
Office of Continuing and Professional Education		Michael Huffman, Director	Rebecca Mattauch
VCU daVinci Center		Garrett Westlake, Executive Director	
Global Education Office		McKenna Brown, Executive Director	Osama Alami
Institute for Contemporary Art		Lisa Freiman, Director	Jaime Baird
Online Education		Michael Huffman, Interim Executive Director	Jessica Hill
University College		Shelli Fowler, Interim Dean	Jessica Hill
VCU Libraries		John Ulmschneider, University Librarian	John Duke Jeanne Hammer
VCU Life Sciences and Research		Robert Tombes, Vice Provost	Heidi Jack Jeanne McNeil
Office of the Ombudsperson		William King, Faculty/Staff Ombudsperson	
College of Humanities & Sciences		Montserrat Fuentes	Vicki Byrd Patsy Connors Gail Bartee

School/Division	Department	Dean Level	Designee Level
School of the Arts		James Frazier, Interim Dean	Nancy Scott John Guthmiller
VCU Qatar		Akel Kahera, Dean	Sterling Daniel Gary Huff Craig Anz
School of Business		Ed Grier, Dean	Ken Kahn Angela Waite Candice Tam
School of Education		Andrew Daire, Dean	Susan Younce
School of Engineering		Barbara Boyan, Dean	Franklin Bost John Leonard Bill Bulbrook Vennie Flippas
L. Douglas Wilder School of Government and Public Affairs		John Accordino, Interim Dean	Franklin Wallace Jill Gordon Susan White Henry Brownstein
School of Social Work		Tim Davey, Interim Dean	Humberto Fabelo Daniel Park Betsy Farmer
Graduate School		F. Douglas Boudinot, Dean	Melissa Tyler
Honors College		Barry Falk, Dean	Jacqueline Smith-Mason Katherine Schmitz
Student Affairs	All Student Affairs except for Enrollment Services	Charles Klink, Vice Provost	Reuban Rodriguez, Greg Vaeth
	Student Activities & Organizations	Charles Klink, Vice Provost	Reuban Rodriguez Greg Vaeth
Strategic Enrollment Management	Enrollment Services	Sybil Halloran, Interim Vice Provost	Greg Vaeth

University Financial Policy: Signatures on Expenditure Documents

Departments are responsible for ensuring that only authorized individuals approve expenditure documents. Authorized individuals should be restricted to department heads, responsible persons, the school fiscal administrators and deans. Any signatures on University documents must be originals or electronic; an individual signing another person's name and initialing it is unacceptable as is anyone using another person's electronic ID and password. Signature stamps seriously weaken internal control of disbursements, and their use is specifically prohibited. (The Payroll Accounting Office maintains authorization sheets for payrolls). <http://www.controller.vcu.edu/finpolicies/policy2.91.htm>

Designee Level	An individual designated by the dean's office to approve financial transactions, eg, request for travel authorizations
Authorized Approver	<p>The Authorized Approver:</p> <ul style="list-style-type: none">• should have authorization over the account being charged,• should be the employee's direct supervisor,• should not be asked to approve expenses for an employee to whom they report, and can only approve those reimbursements within their transaction authorization limit. <p>At VCU an Authorized Approver may be an employee's supervisor or an employee delegated the responsibility by the responsible Dean or Vice President. While approvals must be made at the levels required by policy, approvals should always move up the chain of command from the payee, not down, to prevent the situation of a subordinate approving a supervisor's expenses.</p>

Dean Designee (Definition from Travel and Reimbursement Services Policies and Procedures): A Dean Designee is an employee designated by the Dean's Offices. Such designation must be approved by the Office of the Dean in writing and be retained on file within VCU. These listings should adhere to the record retention policy in order to provide adequate evidentiary support of appropriate approvals for audit/review purposes.