

Virginia Commonwealth University
Provost and Vice President for Academic Affairs Executive Level
Dean and Authorized Approvers List
Procurement Services and Financial Transactions
Updated February 11, 2019

School/Division	Department	Dean Level	Designee Level
Office of the Provost and Vice President for Academic Affairs		Gail Hackett, Provost and Sr. Vice President	William Nelson
	Academic Finance and Administration	William Nelson, Executive Director	
	Faculty Affairs	Gypsy Denzine, Sr. Vice Provost	
	Academic Affairs	Deborah Noble-Triplett, Sr. Vice Provost	
	Institutional Research and Decision Support	Monal Patel, Associate Vice Provost	
	Student Success	Maggie Tolan, Senior Associate Vice Provost	Melanie Goodman
Office of the Ombudsperson		William King, Faculty/Staff Ombudsperson	
Center for Community Engagement & Impact		Heidi Crapol	Scott Stech
Office of Continuing and Professional Education		Michael Huffman, Director	Scott Stech
VCU daVinci Center		Garret Westlake, Executive Director	Angela Waite
Global Education Office		Jill Blondin, Executive Director	Paul Ginder Jessica Abernethy
Institute for Contemporary Art		Dominic Willsdon, Executive Director	Traci Garland
Online Academic Programs		James Fowlkes, Interim Executive Director	Ciera Harris
University College		Constance Relihan, Dean	Ciera Harris
VCU Libraries		John Ulmschneider, University Librarian	James Ghaphery Tammy Sugarman
VCU Life Sciences and Research		Robert Tombes, Vice Provost	Jeanne McNeil Nick Fetzer
College of Humanities & Sciences		Donald Young, Interim Dean	Ed Acevedo Sterling Daniel Vicki Byrd Patsy Connors

School/Division	Department	Dean Level	Designee Level
School of the Arts		Nancy Scott, Interim Dean	Christiana Lafazani Melyatta Powers
VCU Qatar		Amir Berbic, Dean	Andrew Mascari Cherif Amor
School of Business		Ed Grier, Dean	Kenneth Kahn Angela Waite Candice Tam
School of Education		Andrew Daire, Dean	Kathy Rudasill David Hunter Patrick
College of Engineering		Barbara Boyan, Dean	John Leonard Gregory Triplett Ram Gupta Zvi Schwartz Bill Bulbrook
L. Douglas Wilder School of Government and Public Affairs		Susan Gooden, Interim Dean	Peggy Phelps Susan White Susan Williams
School of Social Work		Beth Angell, Dean	Humberto Fabelo Daniel Park Susan O'Shea
Graduate School		F. Douglas Boudinot, Dean	Melissa Tyler
Honors College		Jacqueline Smith-Mason, Interim Dean	Jacqueline Smith-Mason
Student Affairs	Student Affairs	Charles Klink, Senior Vice Provost	Reuban Rodriguez, Greg Vaeth Curt Erwin
	Student Activities & Organizations	Charles Klink, Senior Vice Provost	Reuban Rodriguez Greg Vaeth Curt Erwin
Strategic Enrollment Management		Tomikia LeGrande, Vice Provost	Melanie Goodman

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). <https://controller.vcu.edu/reporting/financial-policies/>

Authorized Approver	An individual designated by the dean's office to approve financial transactions, e.g. request for travel authorizations
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Authorized Approver

The Authorized Approver:

- should have authorization over the index being charged,
- should be the employee's direct supervisor,
- should not be asked to approve expenses for an employee to whom they report, and
- only approve those reimbursements within their transaction authorization limit.

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.