

The Ohio State University Library  
Approval authority

Purpose of Approval Authority: To comply with University policy regarding segregation of duty.

Org	Supply Requests up to \$1,000	P-card, requisitions and 100Ws				Travel *	Leave Slips & Time Cards
		Up to \$200.00	Up to \$1,000	Up to \$2,000	Over \$2,000		
32011 Administration	Diane Sliemers		Ryan Langhurst Greg Newman	Diane Sliemers	Raimund Goerler	Raimund Goerler	Direct Supervisor
32012 Lecture Series	Diane Sliemers			Nancy O'Hanlon	Raimund Goerler		Direct Supervisor
32015 Information Technology	Diane Sliemers	Elizabeth Black		Sally Rogers	Raimund Goerler	Sally Rogers	Direct Supervisor
32031 Preservation	Diane Sliemers	Harry Campbell Amy McCrory Sally Muster Mary Lou Trejo		Wes Boomgaarden	Raimund Goerler	Wes Boomgaarden	Direct Supervisor
32035 Development Friends	Diane Sliemers		Larry Allen	Diane Sliemers	Raimund Goerler Raimund Goerler	Gay Jackson	Direct Supervisor
32101 Public Services	Diane Sliemers		Nancy Courtney Tony Maniaci Sarah Murphy Nancy O'Hanlon Jessica Page Dona Straley Graham Walden	Jim Bracken	Raimund Goerler	Jim Bracken	Direct Supervisor
		Lila Andersen Mark Boarman Amanda Clark Kathy DeGray Patti Dittoe Gretchen Donelson Jen Henman Amy Pickenpaugh David Sharp Jan Wagner Nick Wilkinson					
32153 Book Depository	Diane Sliemers	Donna DeGorge		Jim Bracken	Raimund Goerler	Jim Bracken	Direct Supervisor
32191 Inter-Library Services	Diane Sliemers		Jennifer Kuehn	Jim Bracken	Raimund Goerler	Jim Bracken	Direct Supervisor
32201 Special Collections	Diane Sliemers		Geoff Smith Lucy Caswell Nena Couch Predrag Matejic Gayle Strege	Raimund Goerler	Raimund Goerler	Raimund Goerler	Direct Supervisor
32301 Technical Services	Diane Sliemers	Beth Whittaker Morag Boyd Magda El-Sherbini Marsha Hamilton Trisha Davis Tschera Connell		Sally Rogers	Raimund Goerler	Sally Rogers	Direct Supervisor
32401 Archives	Diane Sliemers		Tamar Chute	Raimund Goerler	Raimund Goerler	Raimund Goerler	Direct Supervisor
32601 Logan Elm Press	Diane Sliemers	Bob Tauber		Wes Boomgaarden	Raimund Goerler	Wes Boomgaarden	Direct Supervisor
CFBPR						Current Head of CFBPR	
		Up to \$500.00					
32501 Library Materials		Dracine Hodges Collection Managers *		Marsha Hamilton Trisha Davis		N/A	N/A

\*see attached sheet

**Exceptions to the \$ rule:**

**Travel**

\* All travel reimbursements are approved by Kathryn Beach  
Travel must be pre-approved by Assistant Director or Director  
Travel for an Assistant Director must be pre-approved by Director  
Travel for Director must be pre-approved by the Office of Academic Affairs  
After the fact travel of anyone, except the Director, must be approved by the Director and logged  
After the fact travel of the Director must be approved and logged by the Office Of Academic Affairs

**Alcohol**

Alcohol must be pre-approved by Sally Rogers/Raimund Goerler and logged on the exception log

**Endowments**

Restrictions based on donor stipulations

**Notes:**

If signing for a peer within your organization, you are assuming responsibility  
Assistant Directors may sign for any org in the absence of the authorized AD  
Department heads purchase requests must be approved by assistant director or director  
Raimund Goerler delegated signing authority to Sally Rogers in his absence

Approved Raimund Goerler 10/22/2009