

The Ohio State University Library
Approval authority

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

	Supply Requests up to \$1,000	Up to \$200.00	Up to \$1,000	Up to \$2,000	Over \$2,000	Travel*	Leave Slips & Time Cards
32011 Administration	Diane Siemmers	Bob Tauber	Ryan Langrurst Greg Newman Diane Siemmers	Lisa Patton-Ginski	Carol Dieдриchs	Carol Dieдриchs (Director) (ADS) Lisa Patton-Ginski (Assistant Director)	Direct Supervisor
32012 Lecture Series	Diane Siemmers			Nancy O'Hanlon	Carol Dieдриchs	Carol Dieдриchs	Direct Supervisor
32015 Information Technology	Diane Siemmers		Elizabeth Black	Beth Warner	Carol Dieдриchs	Beth Warner	Direct Supervisor
32031 Preservation	Diane Siemmers		Harry Campbell Andy Hang Jen Henman Amy McCrory Sally Muster	Wes Boongaarden	Carol Dieдриchs	Wes Boongaarden (EC member)	Direct Supervisor
32035 Development	Diane Siemmers			Gay Jackson Lisa Patton-Ginski	Carol Dieдриchs	Carol Dieдриchs (Director)	Direct Supervisor
Friends			Larry Allen		Carol Dieдриchs		
32101 Public Services	Diane Siemmers	Lia Andersen Mark Boerman Amanda Clark Anulosh Datta Kathy DeGrey Patil Diloo Gretchen Donelson Amy Pickenough Sue Rainema David Sharp Jan Wagner Nick Wilkinson	Nancy Courtney Tony Wannaci Sarin Murphy Dona Straley Graham Walden	Nancy O'Hanlon	Carol Dieдриchs	Nancy O'Hanlon (Intern Assistant Director)	Direct Supervisor
32153 Book Depository	Diane Siemmers	Donna DeGeorge		Nancy O'Hanlon	Carol Dieдриchs	Nancy O'Hanlon (Intern Assistant Director)	Direct Supervisor
32157 Main Library/reference - <i>Winners Manual sales</i>	Diane Siemmers	Diane Siemmers	Diane Siemmers	Lisa Patton-Ginski	Carol Dieдриchs	N/A	N/A
32191 Inter-Library Services	Diane Siemmers		Jennifer Kuhn	Nancy O'Hanlon	Carol Dieдриchs	Nancy O'Hanlon (Intern Assistant Director)	Direct Supervisor
32201 Special Collections	Diane Siemmers		Geoff Smith Jenny Robb Nena Couch Predrag Malekic	Wes Boongaarden	Carol Dieдриchs	Wes Boongaarden (EC member)	Direct Supervisor
32301 Technical Services	Diane Siemmers		Morag Boyd Sherab Chen Diacine Hodges Trisha Davis Tschera Connell	Carol Dieдриchs	Carol Dieдриchs	Carol Dieдриchs	Direct Supervisor
32401 Archives	Diane Siemmers			Tamar Chule	Carol Dieдриchs	Carol Dieдриchs	Direct Supervisor
32601 Logan Elm Press	Diane Siemmers	Bob Tauber		Wes Boongaarden	Carol Dieдриchs	Wes Boongaarden (EC member)	Direct Supervisor
CFBPP		Up to \$500.00				Joseph Gallon	
32501 Library Materials		Collection Managers*		Diacine Hodges Trisha Davis	Carol Dieдриchs	N/A	N/A

* see attached sheet

Exceptions to the \$ rule:

Travel

All travel reimbursements are approved by Kathryn Beach or Diane Siemmers. Travel must be pre-approved by Assistant Director, Director or member of Executive Committee. 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 Carol Dieдриchs or OAA 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. Carol Dieдриchs delegated signing authority to Nancy O'Hanlon in her absence.

Carol O. Dieдриchs 1-28-11

Approved Carol Dieдриchs

1/28/2011