




School of Allied Health Professions
Office of the Dean

To: Steve Nelson, MD, Chancellor
Janet Southerland, DDS, MPH, PhD, Vice Chancellor for Academic Affairs
Ben Lousteau, MBA, Interim Vice Chancellor for Administration and Finance

Re: Signature Authority - Yahayra Amaya
Updated May 28, 2024

As Assistant Dean of Administration & Finance for the School of Allied Health Professions, Yahaira Amaya has authority to sign/approve on behalf of the Dean as detailed on the attached matrix.

Additionally, as Manager of Business Operations for the School of Allied Health Professions, Willis Brewer has authority to sign/approve financial transactions on behalf of the Assistant Dean of Administration & Finance as detailed in the attached matrix.

X 
Erin Dugan (May 30, 2024 16:28 CDT)

Erin M. Dugan, Ph.D.
Interim Dean, School of Allied Health Profes...

X 
Yahayra Amaya (May 30, 2024 16:22 CDT)

Yahayra Amaya
Assistant Dean of Administration & Finance

X 
Willis Brewer (May 30, 2024 16:17 CDT)

Willis Brewer
Manager of Business Operations

Color Snapshot.

SAHP Dean's Office Approval Matrix	Asst Dean Finance & Admin - YA	Manager of Business Operations - WB	Interim Dean- ED
Financial			
Direct Pay	B	P	NA
P-Card (approver for dean' office and departments as needed)	B	P	NA
P-Card - ELECTRONIC (appr office and departments as needed)	B	P	NA
Requisitions	B	P	NA
Telephone Requests	P	NA	B
Foundation- (NA for fund custodian forms)	P	B	B
Travel - Priors	P	B	NA
Meal Priors	P	B	NA
Per 3 CSOF - Electronic E-P f	P	B	NA
Per 3 CSOF - Paper	P	B	NA
Budget Systems	P	B	B
Closeouts	B	P	NA
Human Resources			
Per-1 - PeopleAdmin	P	NA	B
Per-2 - PeopleAdmin	P	NA	B
Hiring Proposals - PeopleAo daily business operations	P	NA	B
Terminations -E-Paf or pagr per 3	P	NA	B
Salary Determinations - St,f/ Trainees {fellows}/ Student workers	P	NA	B
Hire packets	P	NA	B
LOO	NA	NA	P
Per 3 - Supplement/Add Ccmp/Salary Adjust/Appointment/Status or position changes	P	NA	B
Contracts			
Contract Approvals	NA	NA	P
<i>Revised 04/10/2024</i>			
P = Primary B = Backup			

SAHP Dean's Office Approval Matrix	Asst Dean Finance & Admin - YA	Manager of Business Operations - WB	Interim Dean - ED
Financial			
Direct Pay	B	P	NA
P-Card (approver for dean' office and departments as needed)	B	P	NA
P-Card - ELECTRONIC (appr office and departments as needed)	B	P	NA
Requisitions	B	P	NA

Telephone Requests	P	NA	B
Foundation- (NA for fund custodian forms)	P	B	B
Travel - Priors	P	B	NA
Meal Priors	P	B	NA
Per 3 CSOF - Electronic E-P f	P	B	NA
Per 3 CSOF - Paper	P	B	NA
Budget Systems	P	B	B
Closeouts	B	P	NA
Human Resources			
Per-1 - PeopleAdmin	P	NA	B
Per-2 - PeopleAdmin	P	NA	B
Hiring Proposals - PeopleAo daily business operations	P	NA	B
Terminations -E-Paf or pagr per 3	P	NA	B
Salary Determinations - St,f / Trainees {fellows}/ Student workers	P	NA	B
Hire packets	P	NA	B
LOO	NA	NA	P
Per 3 - Supplement/Add Ccmp/Salary Adjust/Appointment/Status or position changes	P	NA	B
Contracts			
Contract Approvals	NA	NA	P
<i>Revised 04/10/2024</i>			
P = Primary B = Backup			











Signatory Matrix SAHP - Updated

Final Audit Report

2024-05-30

Created:	2024-05-30
By:	Yahayra Amaya (yamaya@lsuhsc.edu)
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"Signatory Matrix SAHP - Updated" History

-  Document created by Yahayra Amaya (yamaya@lsuhsc.edu)
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