

## DELEGATION OF CAMPUS SIGNATURE AUTHORITY

Type of Contract	Special or Standard	Current Contract \$ Level for Authorized Signature	Current Review and Approval Sequence	Designated Office to Keep Records
Purchase Order Contracts & Associated Agreements (all commodities and services excluding real property and professional/consulting agreements):				
Purchase	Standard	Any \$ Amount	APO	Business Office
Rent	Standard	Any \$ Amount	APO	Business Office
Lease	Standard	Any \$ Amount	APO	Business Office
License, e.g., software	Standard	Any \$ Amount	APO	Business Office
Service, e.g., banking, collection, other (waste disposal, water treatment, etc.)	Standard	Any \$ Amount	APO	Business Office
Maintenance	Standard	Any \$ Amount	APO	Business Office
Installment Purchase	Standard	Any \$ Amount	APO	Business Office
Term Contract	Standard	Any \$ Amount	APO	Business Office
Blanket Contract	Standard	Any \$ Amount	APO	Business Office
Exhibitor Agreements	Standard	Any \$ Amount	APO or DRMI	Business Office
Entertainment Contracts	Standard	Any \$ Amount	APO	Business Office
Justifications and approvals relating to Purchase Contracts:				
Data Processing	Standard	\$50,000+* *Research & Instruction are exempt from review	VCFA, VPFA, DIS	VCFA
Vehicle Purchase	Standard	Any \$ Amount	APO, AVCBA, VCFA, Chan, DFA	Business Office
Controlled Substances	Standard	Any \$ Amount	APO, Dept., DEA	Business Office
Radio Active/Hazardous Material	Standard	Any \$ Amount	APO, AVCBA, EHS	Business Office
Telecommunications--related purchases	Standard	Any \$ Amount	APO, DRMI	Business Office
Sole Source Orders	Standard	Any \$ Amount	APO, BM	Business Office
Status Verification for firearms purchases	Standard	Any \$ Amount	APO, BM, DRMI, UAPD	UAPD
Memorandum of Agreement				
Agreements with other components of UA	Standard	Any \$ Amount	VCFA	VCFA
Local, Federal, & State entities, e.g., employment agreements with state inst.	Special	Under \$250,000 + limits of Bd. Policy 300.1, Section IV	Legal, VCFA	VCFA
		Over \$250,000+ limits of 300.1	Legal, VCFA, VPFA	VCFA
Private vendors, e.g., computer hardware and software evaluation development agreements & Use Agreements	Special	Under \$250,000+ limits of 300.1	Legal, VCFA	VCFA
	Special	Over \$250,000+ limits of 300.1	Legal, VCFA, VPFA	VCFA

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Memorandum of Understanding/Agreements Conference Contracts for use of Residence Halls	Standard	Any \$ Amount	Legal, HOUS	HOUS
Authors' Royalty Agreements	Standard	Under \$10,000	Director/University Press	University Press
<b>Professional and Consultant Services:</b>				
Architects, Interior Design and Engineering Contracts	Standard	Under \$125,000 per fiscal year	FAC, VCFA, VPFA, DFA & LC	Facilities
	Standard	Over \$125,000 per fiscal year	Board approval + signatures above	Facilities
	Special	Any \$ Amount	Legal Review + above	Facilities
Attorneys--Standard Legal Agreements require Professional Consultant Services	Standard	Under \$5,000	APO	Business Office
		Over \$5,000-less than \$25,000	AVCBA, VCFA, VPFA, DFA	Business Office
		Over \$25,000	AVCBA, VCFA, VPFA, DFA & LC	Business Office
	Special	Any \$ Amount	Add Legal Review	Business Office
Attorneys--Agreements for Patents, Copy- rights and Trademarks (do not use PSC)	Special	Any \$ Amount	VCFA, VPFA	VCFA
All other Professional/Consultant Services Agreements	Standard	Under \$5,000	APO	Business Office
		\$5,000-\$25,000	APO, AVCBA, VCFA, DFA	Busienss Office
		Over \$25,000	AVCBA, VCFA, VPFA, DFA, LC	Business Office
<b>Construction:</b>				
Purchase Orders	Standard	Less than \$20,000	APO, Pro. Acctg (0700 & MOF forms)	Business Office
Contracts	Standard	Any \$ Amount	FAC, DRMI, VCFA, VPFA	Facilities
Purchase Orders--combined with any contract or change order	Standard	Any \$ Amount	APO, DRMI, Prop. Acctg. (MOFs), VCFA	Facilities
Change Orders	Standard	Any \$ Amount	FAC, DRMI, VCFA, VPFA	Facilities
Payments	Standard	Any \$ Amount	FAC, Prop. Acctg., DFA	Facilities
Method of Finance Agreements (MOF)	Standard	Any \$ Amount	FAC, Prop. Acctg., VCFA, VPFA, ADHE, DFA, LC	Property Acctg.

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<b>Real Property (University as Lessor):</b>				
Leases combined with operating agreements	Special	Under \$10,000	DRMI, VCFA	DRMI
Leases combined with operating agreements	Special	Over \$10,000	DRMI, VCFA, VPFA	DRMI
<b>Real Property (University as Lessee):</b>				
Lease/Rentals - excluding short term or school year use of classrooms, etc.	Standard	Any \$ Amount	ABA, DRMI, VPFA	DRMI
Lease/Rentals - short term	Special	Less than \$10,000	DRMI, VPFA	DRMI
		Over \$10,000	ABA, DRMI, VPFA	DRMI
Sale - Donated Property	Special	Any \$ Amount	DRMI, VCFA, VPFA, Board	DRMI
Sale - State-Owned Property	Special	Any \$ Amount	DRMI, VCFA, VPFA, Board	DRMI
Purchase of Property	Special	Any \$ Amount	DRMI, VCFA, Board	DRMI
<b>Purchase Authorization:</b>				
State and Federal Surplus Property	Standard	Any \$ Amount	APO, BM	Business Office
<b>No Cost Agreements, e.g., Telephone Directory, Schedule of Classes, Product Evaluation, and some Exhibitor Agreements</b>				
	Special	No \$ Amount	DRMI or Business Manager	DRMI or Business Off.
<b>Utility Agreements:</b>				
Telephone	Special	Any \$ Amount	DRMI, VCFA	DRMI
Gas, Electric, Water, etc.	Special	Any \$ Amount	FAC, AVCB, VCFA	Facilities
<b>Insurance:</b>				
Endorsements	Special	Any \$ Amount	DRMI	DRMI
Claim Settlements	Special	Any \$ Amount	DRMI	DRMI
<b>Litigation Authorization to Collection Agencies--</b>				
<b>Student Loans:</b>				
Claims Forms	Standard	Any \$ Amount	AVCFA	AVCFA
Affidavits	Standard	Any \$ Amount	AVCFA	AVCFA

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<b>Tax Forms:</b>				
Exemption Certificate	Standard	Any \$ Amount	AVCFA	AVCFA
Sales Tax Filing	Standard	Any \$ Amount	AVCFA	AVCFA
Federal Income Tax Filing	Standard	Any \$ Amount	AVCFA	AVCFA
<b>Royalty Agreements (Patents &amp; Copyrights):</b>				
Confidential Disclosure Agreements/Non-Disclosure Agreements (Patents, Trademarks, Copyrights)	Standard	No \$ Amount	DRSP or VPR	DRSP
Income	Special	Any \$ Amount	VCAA	VCAA
License Agreements	Special	Any \$ Amount	DRSP or VPR, VCAA, VPFA	DRSP
Option Agreements	Special	Any \$ Amount	DRSP or VPR	DRSP
Expense (e.g., ASCAP and BMI)	Special	Any \$ Amount	BM or AVCBA	AVCBA
<b>Income Producing:</b>				
Vending	Special	Any \$ Amount	BM or AVCBA, VCFA	AVCBA
Trademark Licensing Agreement w/Collegiate Licensing Company	Special	Any \$ Amount	AD	AD
Trademark Use Agreement	Standard	Any \$ Amount	TRLI	TRLI
Promotion Agreements	Standard	Any \$ Amount	TRLI	TRLI
Product/Design Approvals	Standard	No \$ Amount	TRLI	TRLI
Vendors, e.g., TCBY, Pizza, Travel	Special	Any \$ Amount	See Real Property Lease	
<b>Sales Agreements:</b>				
Surplus	Standard	Any \$ Amount	BM, VCFA, DFA	Business Office
Excess	Special	Any \$ Amount	BM, DFA	Business Office
Produce, livestock, timber, etc.	Special	Any \$ Amount	Dept., BM	Business Office
Securities	Standard	Any \$ Amount	VCFA, Treasurer	Treasurer
Opening New Bank Accounts	Standard	\$3,000 or less	Treas., VCFA, VPFA	Treasurer
Credit Card Agreements	Standard	Any \$ Amount	Treasurer, VCFA	Treasurer
Intergovernmental Agreements	Special	\$250,000 or less	APO, BM	Business Office



