

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/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+*	VCFA, VPFA, DIS	VCFA
		*Research & Instruction are exempt from review		
Vehicle Purchase	Standard	Any \$ Amount	APO, AVCB, VCFA, CHAN, DFA	Business Office
Controlled Substances	Standard	Any \$ Amount	APO, Dept., DEA	Business Office
Radio Active/Hazardous Material	Standard	Any \$ Amount	APO, AVCB, 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 institutions	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	Standard	Any \$ Amount	Legal, HOUS	HOUS
Conference Contracts for use of Residence Halls				
Authors' Royalty Agreements	Standard	Under \$10,000	Director/University Press	University Press
Professional and Consultant Services:				
Architects, Interior Design and Engineering Contracts	Standard	Under \$125,000 per fiscal year	FMAN, VCFA, VPFA, DFA & LC	FMAN
	Standard	Over \$125,000 per fiscal year	BOT approval + signatures above	FMAN
	Special	Any \$ Amount	Legal Review + above	FMAN
	Standard	Under \$5,000	APO	Business Office
Attorneys--Standard Legal Agreements		Over \$5,000-less than \$25,000	AVCB, VCFA, VPFA, DFA	Business Office
require Professional Consultant Services		Over \$25,000	AVCB, VCFA, VPFA, DFA & LC	Business Office
	Special	Any \$ Amount	Add Legal Review	Business Office
Attorneys--Agreements for Patents, Copyrights 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, AVCB, VCFA, DFA	Business Office
		Over \$25,000	AVCB, VCFA, VPFA, DFA, LC	Business Office
Construction:				
Purchase Orders	Standard	Less than \$20,000	APO, Pro.Acctg (0700 & MOF forms)	Business Office
Contracts	Standard	Any \$ Amount	FMAN, DRMI, VCFA, VPFA	FMAN
Purchase Orders--combined with any contract or change order	Standard	Any \$ Amount	APO, DRMI, Prop.Acctg. (MOFs), VCFA	FMAN
Change Orders	Standard	Any \$ Amount	FMAN, DRMI, VCFA, VPFA	FMAN
Payments	Standard	Any \$ Amount	FMAN, Prop. Acctg., DFA	FMAN
Method of Finance Agreements (MOF)	Standard	Any \$ Amount	FMAN, Prop. Acctg., VCFA, VPFA, ADHE, DFA, LC	Property Acctg.

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Real Property (University as Lessor):				
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
Real Property (University as Lessee):				
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, BOT	DRMI
Sale - State-Owned Property	Special	Any \$ Amount	DRMI, VCFA, VPFA, BOT	DRMI
Purchase of Property	Special	Any \$ Amount	DRMI, VCFA, BOT	DRMI
Purchase Authorization:				
State and Federal Surplus Property	Standard	Any \$ Amount	APO, BM	Business Office
No Cost Agreements, e.g., Schedule of Classes, Product Evaluation, and some Exhibitor Agreements				
	Special	No \$ Amount	DRMI or Business Manager	DRMI or Business Office
Utility Agreements:				
Telephone	Special	Any \$ Amount	DRMI, VCFA	DRMI
Gas, Electric, Water, etc.	Special	Any \$ Amount	FMAN, AVCB, VCFA	FMAN
Insurance:				
Endorsements	Special	Any \$ Amount	DRMI	DRMI
Claim Settlements	Special	Any \$ Amount	DRMI	DRMI
Litigation Authorization to Collection Agencies--				
Student Loans:				
Claims Forms	Standard	Any \$ Amount	AVCF	AVCF
Affidavits	Standard	Any \$ Amount	AVCF	AVCF

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Tax Forms:				
Exemption Certificate	Standard	Any \$ Amount	AVCF	AVCF
Sales Tax Filing	Standard	Any \$ Amount	AVCF	AVCF
Federal Income Tax Filing	Standard	Any \$ Amount	AVCF	AVCF
Royalty Agreements (Patents & Copyrights):				
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 AVCB	AVCB
Income Producing:				
Vending	Special	Any \$ Amount	BM or AVCB, VCFA	AVCB
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	
Sales Agreements:				
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, TREA	Treasurer
Opening New Bank Accounts	Standard	\$3,000 or less	TREA, VCFA, VPFA	TREA
Credit Card Agreements	Standard	Any \$ Amount	TREA, VCFA	TREA
Intergovernmental Agreements	Special	\$250,000 or less	APO, BM	Business Office

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Extramural Programs/Projects:				
Research and Sponsored Program Proposals	Standard	No \$ Limit	DRSP or VPR, AVCR, VCAA, VCFA, CHAN	DRSP
Research and other Sponsored Program Awards, e.g., contracts, grants, cooperative agreements, etc.	Special	\$250,000 or less	DRSP or VPR, VCFA, CHAN	DRSP
Sub-Awards on Sponsored Programs	Special	Any \$ Amount	DRSP or VPR, VCFA, CHAN	DRSP
Research and Technology Related Contracts and Agreements, e.g., licenses, options, material transfers, confidential/non-disclosure, amendments, clinical & animal trials, evaluation/tech. services, etc.	Special	\$250,000 or less	DRSP or VPR, VCFA, CHAN	DRSP
Technology Licenses	Special	Any \$ Amount	DRSP or VPR, VCFA, CHAN	DRSP
Indirect Cost Proposal	Special	Any \$ Amount	AVCF, VCFA	AVCF
Federal Work Study	Standard	Any \$ Amount	VCFA	VCFA
Athletic Contracts:				
Skybox Leases	Standard	Any \$ Amount	AD	AD
Construction relating to athletic facilities	Standard	Any \$ Amount	Same as all construction contracts	FMAN
Other contracts re financial commitments	Standard	Any \$ Amount	AD and VCFA	AD
Contracts for athletic contests	Special	Any \$ Amount	AD	AD
Confidential Disclosure Agreement--Facilities Department	Standard	Any \$ Amount	VCFA	VCFA
Genesis Contracts	Special	Any \$ Amount	Dean/Engr., VCAA, VPFA	Dean/Engineering
Genesis Lease Agreements	Standard	Any \$ Amount	DG, DRMI, VPFA	DRMI
Long-term Training Scholarship Agreements-Rehab.	Standard	Any \$ Amount	DRSP or VPR, VCFA, CHAN	DRSP

