Pursuant to Resolution 2011-3245, which was passed by the University's Board of Trustees on November 18, 2011, the President was authorized to sign on behalf of the University all contracts and other documents in which the University incurs or discharges a legal obligation. In an amended and restated directive dated February 15, 2017, the President delegated to the Vice President for Finance & Administration ("VPFA") authority to sign (i) all agreements in which the University pays or receives money or other consideration and (ii) all contracts involving the payment or receipt of amounts greater than $1,000,000 that were not previously approved as part of a university budget, as co-signer with the President. As a result, the VPFA is solely responsible for all agreements and contracts that meet these definitions and include but are not limited to the following:

i. procurement of supplies and services, including consulting services,

ii. equipment leases;

iii. leases for space (in cases where the University is either landlord or tenant),

iv. agreements for the purchase, sale, or gift of real estate, regardless of the price,

v. agreements for the sale of university goods or services, regardless of the price, including university consulting services; and the sale of any university asset, including contractual rights and privileges,

vi. research subcontracts for an aggregate amount greater than $50,000 awarded to any one vendor in a 12 month period,

vii. agreements in which obligations of other entities are modified or excused (other than legal settlements),

viii. the establishment of banking, securities, and other financial accounts or financial guarantees,

ix. construction contracts,

x. utility agreements,

xi. jointly with the Executive Vice President and Provost, Academic Agreements that involve the expenditure or receipt of funds.

Pursuant to University practice, the VPFA has delegated approval authority for execution of certain contracts to department administrators and managers. A listing of the positions with proper authority for the aforementioned contracts and any delegations are listed on Exhibit A.
Individuals who are authorized to approve these transactions should have a complete understanding of the proposed terms of the agreements and, as a prerequisite to signature, should determine that:

- the transaction serves the best interests of the University as a whole and not those of an individual unit; the responsible unit has the resources and the ability to perform its obligations under the agreement;

- the risks presented to the University are reasonable in light of the benefits;

- the interests of the University are adequately protected in the event of a default by the other party;

- the information and supporting documentation is accurate and complete;

- all applicable contracting procedures of the University, including competitive bid requirements, have been complied with;

- there are adequate funds to cover any expense and that the funding source is appropriate for the expenditure;

- appropriate routing processes have been followed;

- all agreements have been reviewed by Legal Affairs or that a contract template approved by Legal Affairs is being used; and

- a properly completed Contract Review or Approval Routing Form is attached to the execution copy.

Inquiries regarding (i) completion of the Contract Review or Approval Routing Form or (ii) the appropriate signatory or routing process for agreements, whether listed on Exhibit A or not, should be directed to Procurement Services.

Deborah J. Shaffer
Vice President Finance & Administration

Feb 15, 2017

Date
VPFA SIGNATURE AUTHORITY DELEGATIONS

EXHIBIT A

UNIVERSITY AGREEMENTS INVOLVING PAYMENT OR RECEIPT OF MONEY OR OTHER CONSIDERATION:

Procurement or leasing of goods, supplies, and services, including consulting services, in the amounts identified below:

- $50,000 or less: Unit RC CFAO on university template
- $100,000 or less: ICA Game Guarantees
- $500,000 or less: Assistant Director, Procurement Services or AVP/Controller
- $1,000,000 or less: VPFA Chief of Staff or VPFA
- Greater than $1,000,000: VPFA / President jointly
- PV of cashflow $1,000,000 or less: VPFA Chief of Staff or VPFA
- PV of cashflows greater than $1M: VPFA / President jointly

Delegated Agreements:
- Honorarium Agreement: RC CFAO
- Short Form Services Agreement: RC CFAO

Utility Agreements:
- Any utility agreement: Director of Energy Management or AVP Facilities Management and Safety
- $10,000 or less without agreement: VPFA Business Service Center
- Greater than $10,000 without agreement: Director of Energy Management or AVP Facilities Management and Safety

Construction Contracts (must follow university PAR processes):
- $500,000 or less: Director, Capital Projects Finance or AVP/Controller
- $1,000,000 or less: VPFA Chief of Staff or VPFA
- Greater than $1,000,000: VPFA / President jointly or VPFA Chief of Staff / President jointly

Real Estate agreements for purchase, sale, or gift:
- $1,000,000 or less: VPFA Chief of Staff or VPFA
- Greater than $1,000,000: VPFA / President jointly

Real Estate leasing, appraisal, survey, title opinion, environmental survey transactions:
- $50,000 or less: Manager, Real Estate Operations
- PV of cashflow $1,000,000 or less: VPFA Chief of Staff or VPFA
PV of cashflows greater than $1M

VPFA / President jointly

**Innovation Center occupant / lease transactions – OU as lessor only:**

PV of cashflows $25,000 or less
Director Innovation Center or VP Research

PV of cashflows $50,000 or less
Manager, Real Estate Operations

PV of cashflow $1,000,000 or less
VPFA Chief of Staff or VPFA

PV of cashflows greater than $1M
VPFA / President jointly

**Dublin Campus event / space use transactions – OU as lessor only:**

$25,000 or less
Project Manager, Dublin or Senior Director, CHSP Central Ohio Programs and Partnerships

Greater than $25,000
See Real estate leasing transactions

**Agreements for the sale of university goods or services, regardless of the price, including University consulting services; and the sale of any university asset, including contractual rights and privileges:**

**Services**

$50,000 or less
Assistant Director, Procurement Services or AVP/Controller

$1,000,000 or less
VPFA Chief of Staff or VPFA

Greater than $1,000,000
VPFA / President jointly

**Goods**

$100,000 or less
Director, Auxiliary Operations or AVP/Controller

$1,000,000 or less
VPFA Chief of Staff or VPFA

Greater than $1,000,000
VPFA / President jointly

**JOINT VP AUTHORIZATIONS:**

**Academic Agreements that involve the expenditure or receipt of funds, asset transfer, gift tax credit, or other financial obligations:**

VPFA jointly with Executive Vice President and Provost

**Research subcontracts for an aggregate amount greater than $50,000 awarded to any one vendor in a 12 month period:**

$50,000 or less
Director of Budget and Operations Research and Sponsored Programs or AVP Research and Sponsored Programs

Greater than $50,000
VP Research

**Performance agreements greater than $50,000:**

$50,000 or less
VPSA

Greater than $50,000
VPSA and VPFA
OTHER VPF&A, REGULATORY AND OPERATIONAL DELEGATIONS:

Agreements in which obligations of other entities are modified or excused (other than legal settlements):
- Reserving Bad Debts for Receivables: AVP/Controller with notification to VPF&A
- Bad Debt Write-off: VPFA and General Counsel

Establishment of banking, securities, and other financial accounts or financial guarantees:
- Combination of any 2 signatures of:
  - VPFA; AVP/Controller; CFIO, Ohio University Foundation; Director, Treasury Management

Purchases, redemptions, or transfers of securities:
- VPFA; CFIO, Ohio University Foundation; Director, Treasury Management; Managing Fiduciary

Manual or Convenience Checks, regardless of amount:
- Combination of any 2 signatures of:
  - VPFA; AVP/Controller; Director, Treasury Management; CFIO, Ohio University Foundation, Director of Payments

Regulatory and/or tax related payments and returns:
- Routine payroll employment taxes: Manager, Payroll Operations or Tax Manager or CHRO
- Routine sales tax and use tax: Tax Manager or CHRO or AVP/Controller
- Routine real estate taxes: AVP/Controller or Legal Affairs
- 990 & 990T: AVP/Controller, CFIO or VPFA
- Other $1,000,000 or less: VPFA
- Greater than $1,000,000: VPFA / President

Routine compliance reporting and regulatory permits pertaining to the operations of:
- Environmental, Health & Safety, Utilities, Facilities Maintenance, Sustainability: AVP Facilities Management and Safety
- Transportation, Parking and Fleet issues: Director of Transportation and Parking Services
- Airport: Director Airport Operations
- Printing, Moving and Surplus: VPFA CFAO
- Campus Safety & Policing: Chief OUPD / Chief Law Enforcement Officer
- Insurance & Risk Management: VPFA
- Grants & Contracts Accounting: Director or Manager Grants Accounting or AVP/Controller
- Treasury, Bond compliance: Treasury Management Director