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 cosigner 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
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:

- $49,999 or less: Unit RC CFAO on university template
- $99,999 or less ICA Game Guarantees: Athletic Director
- $499,999 or less: Assistant Director, Procurement Services or AVP/Controller
- $999,999 or less: VPFA Chief of Staff or VPFA
- $1,000,000 or greater: VPFA / President jointly
- PV of cashflow $999,999 or less: VPFA Chief of Staff or VPFA
- PV of cashflows $1M or greater: VPFA / President jointly

Independent Contractor (IC):
- Honorarium Agreement: RC CFAO
- IC Agreement (EZ Form): RC CFAO

Utility Agreements:
- Any utility agreement: Director of Energy Management or AVP Facilities Management and Safety
- $9,999 or less without agreement: VPFA Business Service Center
- $10,000 or greater without agreement: Director of Energy Management or AVP Facilities Management and Safety

Construction Contracts (must follow university PAR processes):
- $499,999 or less: Director, Capital Projects Finance or AVP/Controller
- $999,999 or less: VPFA Chief of Staff or VPFA
- $1,000,000 or greater: VPFA / President jointly or VPFA Chief of Staff / President jointly

Real Estate agreements for purchase, sale, or gift:
- $999,999 or less: VPFA Chief of Staff or VPFA
- $1,000,000 or greater: VPFA / President jointly

Real Estate leasing, appraisal, survey, title opinion, environmental survey transactions:
- $49,999 or less: Manager, Real Estate Operations
- PV of cashflow $999,999 or less: VPFA Chief of Staff or VPFA
- PV of cashflows $1M or greater: VPFA / President jointly
Innovation Center occupant / lease transactions – OU as lessor only:

- PV of cashflows $24,999 or less: Director Innovation Center or VP Research
- PV of cashflows $49,999 or less: Manager, Real Estate Operations
- PV of cashflow $999,999 or less: VPFA Chief of Staff or VPFA
- PV of cashflows $1M or greater: VPFA / President jointly

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

- $24,999 or less: Project Manager, Dublin or Senior Director, CHSP Central Ohio Programs and Partnerships
- $25,000 or greater: 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:

<table>
<thead>
<tr>
<th>Services</th>
<th>Goods</th>
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<td>$49,999 or less</td>
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**Assistant Director, Procurement Services** or AVP/Controller
**VPFA Chief of Staff or VPFA**
**VPFA / President jointly**

**Director, Auxiliary Operations** or AVP/Controller
**VPFA Chief of Staff or VPFA**
**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:

- $49,999 or less: Director of Budget and Operations Research and Sponsored Programs or AVP Research and Sponsored Programs
- $50,000 or greater: VP Research

Performance agreements greater than $50,000:

- $49,999 or less: VPSA
- $50,000 or greater: VPSA and VPFA
**OTHER VPF&A, REGULATORY AND OPERATIONAL DELEGATIONS:**

**Effective April 2017**

**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

**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 $999,999 or less: VPFA
- $1,000,000 or greater: VPFA / President

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