



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,
- xvi. 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



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	Athletic Director
\$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
Architecture, Design & Construction	AVP Architecture, Design & Construction
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