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 a directive dated November 30, 2011, 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. requests for proposals, requests for quotations, and requests for information for goods and services,

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 Form is attached to the execution copy.

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

Stephen T. Guiding, Vice President for Finance and Administration
EXHIBIT A

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

- Less than $50,000: Assistant Director, Procurement Services
- Less than $500,000: Director, Procurement Services
- Less than $1,000,000: VPFA or SAVP for Finance and Administration (SAVP-FA)
- $1,000,000 or greater: VPFA / President jointly or SAVP-FA / President jointly

PV of cashflow (less than $1M):
- VPFA or SAVP for Finance and Administration
- PVFA / President jointly

PV of cashflow (1M or greater):
- VPFA / President jointly

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

Agreements for the purchase, sale, or gift of real estate:
- Less than $1,000,000: Director of Engagement and Real Estate Mgmt or VPFA
- $1,000,000 or greater: VPFA / President jointly

Real estate leasing transactions:
- PV of cashflow (less than $1M): Director of Engagement and Real Estate Mgmt or VPFA
- PV of cashflow ($1M or greater): VPFA / President jointly

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: Controller / Director, Procurement Services jointly
- Less than $1,000,000: VPFA or SAVP-FA
- $1,000,000 or greater: VPFA / President jointly or SAVP-FA / President jointly

**Goods**
- Less than $100,000:
- Less than $1,000,000: Director, Auxiliary Operations or AVP for Auxiliaries
- $1,000,000 or greater: VPFA or SAVP-FA
- VPFA / President jointly or SAVP-FA / President jointly

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

Agreements in which obligations of other entities are modified or excused (other than legal settlements):
- VPFA or SAVP-FA

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

Manual or Convenience Checks, regardless of amount:
Combination of any 2 signatures of:
- VPFA; SAVP-FA; Controller; Director, Procurement Services; Director, Treasury Management; CFIO, Ohio University Foundation

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1 VPFA represents Vice President for Finance and Administration. SAVP-FA represents Senior Associate Vice President for Finance and Administration. CHRO represents Chief Human Resource Officer
Construction Contracts (must follow university PAR processes):
- Less than $500,000
- Less than $1,000,000
- $1,000,000 or greater
  Director, Procurement Services
  VPFA or SAVP-FA
  VPFA / President jointly or SAVP-FA / President jointly

Academic Agreements that involve the expenditure or receipt of funds:
  VPFA jointly with Executive Vice President and Provost

Documents requiring signature by the Chief of Police or Chief Law Enforcement officer:
  Chief of Police or Chief Law Enforcement officer

Regulatory and/or Tax related payments
- Routine payroll employment taxes
- Routine sales tax / real estate tax
- Other (less than $1,000,000)
- Other ($1,000,000 or greater)
  Director, Payroll Service or SAVP-FA or CHRO
  Controller or SAVP-FA
  VPFA or SAVP-FA or CHRO
  VPFA / President jointly or SAVP / President jointly