

SOUTHERN OREGON UNIVERSITY

Contract Signature Authority Structure

Revised Date: October 1, 2008

<u>CONTRACT TYPE</u>	<u>DOLLAR AMOUNT</u>	<u>SIGNATURE REQUIREMENTS</u>
Purchasing		
Purchase Orders	<\$25,000	Dept. Chair, Dean, or Director
	>\$25,000 <\$100,000	Purchasing Manager or Contracts Officer or VP, Finance & Admin
	>\$100,000<\$1,000,000	Contracts Officer and VP Finance and Admin
	>\$1,000,000	VP Finance and Admin and President
Facilities Management and Planning Purchases	<\$100,000	Associate VP, Facilities Planning and Management or VP for Finance and Admin
Bookstore Purchases for Resale	<\$100,000	Director, Bookstore
Stevenson Union	<\$100,000	Director, Student Activities and Leadership
Housing Purchases	<\$100,000	Associate VP, Residential Education & Services
Conferences	<\$100,000	Associate VP, Residential Education & Services
Food Service Purchases	<\$100,000	Associate VP, Residential Education & Services
Library Collection Purchases	<\$100,000	Dean, Library
Technology/Media Telecommunication Purchases	<\$100,000	Director, Information Technology

Note: Consult with responsible VP on purchases over \$25,000 in departments of Institutional Advancement or Student Affairs; and over \$50,000 in departments of Academic Affairs or Business Affairs.

Construction/Capital Improvement/Architect/Engineering Contracts*

Stevenson Union	<\$25,000	VP Student Life
	>\$25,000<\$500,000	Contracts Officer or VP, Finance and Admin
	>\$500,000	VP, Finance and Admin
Bookstore	<\$25,000	Director, Bookstore
	>\$25,000<\$500,000	Contracts Officer or VP, Finance and Admin
	>\$500,000	VP, Finance and Admin
Food Service	<\$25,000	Associate VP, Residential Education & Services
	>\$25,000<\$500,000	Contracts Officer or VP, Finance and Admin
	>\$500,000	VP, Finance and Admin
Housing	<\$25,000	Associate VP, Residential Education & Services
	> \$25,000<\$500,000	Contracts Officer or VP, Finance and Admin
	>\$500,000	VP, Finance and Admin

<u>CONTRACT TYPE</u>	<u>DOLLAR AMOUNT</u>	<u>SIGNATURE REQUIREMENTS</u>
Purchasing		
FMP/All Other Departments	<\$25,000	Associate VP of Facilities Management & Planning
	>\$25,000<\$500,000	Contracts Officer or VP, Finance and Admin
	>\$500,000	VP, Finance and Admin

*All OUS Retainer Agreements and BOLI reporting coordinated through Contracts Officer

Facility Use Agreements (Subject to Policy for Use of University Facilities dated 2/14/03)

Music Building	No \$ limit	Music Department Chair
Theatre Building	No \$ limit	Theatre Department Chair
Stevenson Union	No \$ limit	Director Student Leadership & Activities
Center for Visual Arts Buildings	No \$ limit	Art Department Chair
Higher Education Center	No \$ limit	HEC Building Manager
All Other Buildings	No \$ limit	Contracts Officer or VP, Finance and Admin

Grant and Sponsored Programs Contracts (All federal funding, and non-federal with conditional use/timelines)

Proposals	No \$ limit	VP, Finance and Admin
Final Award Contract (with pre-approved proposal)	No \$ limit	Contracts Officer or VP, Finance and Admin

Information Technology Contracts

All Contracts	<\$100,000	Director of Information Technology
	>\$100,000	Contracts Officer or VP, Finance and Admin AND Director of Information Technology

All Other Contracts (Agreements, and Memorandums of Understanding)

	<\$100,000	Dean, or Director AND Contracts Officer, VP, Finance and Admin
	>\$100,000	Dean, or Director AND Contracts Officer or VP, Finance and Admin, AND Designated VP

In accordance with HB 2321, solicitation and final contract documents require Dept. of Justice review for all contracts with a total value exceeding \$100k, and most government/public international or interstate agreements.

The individual who approves any transaction which constitutes a commitment between the university and a non-university party is responsible and accountable for ensuring that:

- He or she has the authority to approve the transaction or execute a contract.
- Where required, institutional review and approval has been obtained before any commitment is made.
- The transaction conforms with university policies.
- Funds for the transaction have been allocated or are otherwise available within regularly approved budgets, special appropriations, or restricted or designated accounts.
- There is no real or apparent conflict of interest on the part of the approving individual or any other individual or organization involved in the transaction.

Approved, Dr. Mary Cullinan, President

Date