Policy 149 – Addendum 1

**Signature Authority for Official University Documents**

This list is reviewed at least once each fiscal year by the President’s Cabinet, updated as needed, and reposted as an addendum to Policy 149.

The University prefers that official documents are signed by a University official whenever possible. In exigent circumstances, an authorized alternate may be delegated. Such authorization must be made in writing and must be retained by the alternate.

- Such authorization must be made in writing and must be retained by the alternate.
- An email from the University official acceptably meets this requirement insofar as it is retained by the authorized alternate.
- This list does not remove the need for required internal committee or council approvals.
- All grant proposals and applications that involve matching funds or indirect costs require the additional approval of the DSU Executive Director of Budget.

### Official Documents

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<th>University President</th>
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<tr>
<td>Agreements regarding participation in intercollegiate athletic conference</td>
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<td>Athletic scholarship agreements</td>
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<td>Contracts / agreements related to athletic donations and sponsorships</td>
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<td>Gift agreements with restrictions, including naming rights</td>
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<td>Items requiring Presidential approval by the Board of Regents</td>
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<td>Notices of faculty promotion and awards of post-probationary status</td>
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<td>Notices of staff appointments</td>
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### Vice-President of Academic Services

<p>| Clinical training agreements |
| Contracts with academic speakers, performing artists, etc. |
| Credit articulation agreements |
| Grant proposals and agreements with no matching funds or indirect costs |
| Licensing agreements for library resources |
| Mass media agreements (other than Intercollegiate Athletics) |
| Notice of faculty appointment |
| Procurement contracts under $50,000 / annual only |
| Purchase requisitions under $50,000 |</p>
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