

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.

- ³⁵₁₇ Such authorization must be made in writing and must be retained by the alternate.
- ³⁵₁₇ An email from the University official acceptably meets this requirement insofar as it is retained by the authorized alternate.
- ³⁵₁₇ This list does not remove the need for required internal committee or council approvals.
- ³⁵₁₇ 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
University President
Agreements regarding participation in intercollegiate athletic conference
Athletic scholarship agreements
Benefit agreements with external entities
Board of Trustees resolutions
Contracts / agreements related to athletic donations and sponsorships
Diplomas and certificates
Employee settlement agreements, including Early Retirement and Phased Retirement agreements
Final dispositions of faculty/staff appeals
Gift agreements with restrictions, including naming rights
Intercollegiate athletics broadcasting contracts
International student recruitment contracts
International study abroad / exchange agreements
Items requiring Presidential approval by the Board of Regents
Notices of faculty promotion and awards of post-probationary status
Notices of staff appointments
Vice-President of Academic Services
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

Student internship agreements with companies
Vice-President of Administrative Services
Agreements with governmental auditing entities
All contracts with payment terms greater than one year
Banking and financial services agreements
Capital leases
Construction / remodeling contracts \$50,000 and over
Debt financing documents
Food services and vending contracts
Grant proposals and agreements with matching funds and indirect costs
Intellectual property (copyright and patent) agreements involving institutional rights
IT audits and consulting contracts / agreements
IT infrastructure contract / agreements
Procurement contracts \$50,000 and over (all)
Professional service agreements
Public telecommunication permits and licenses
Purchase requisitions over \$50,000 and over
Purchase requisitions under \$50,000 within budgetary authority
Real property and real estate rental agreements (including rentals other than Alumni House)
Software licensing contracts / agreements
Sole source contracts
Special contracts with benefit providers, including insurance
Technology licensing contracts / agreements
Telecommunication and network contracts / agreements
Trademark licensing
Waivers of bidding
Vice-President of University Advancement
Contracts and agreements concerning art collection and gallery (exhibits, loans, etc.)
Contracts for performing artists outside Academic Services and Student Services
Grant proposals and agreements without matching funds or indirect costs
Procurement contracts under \$50,000 / annual only
Purchase requisitions under \$50,000
Rental contracts for the Alumni House
Scholarship, loan, and financial aid agreements with outside entities
Trust, annuity, and bequest contracts
Unrestricted gift and pledge agreements
Vice-President of Student Services
Contracts / agreements for scholarship, loan, and employment aid programs
Contracts for Student Services sponsored speakers and performing artists
Grant proposals and agreements with no matching funds or indirect costs
Institutionally funded scholarship and waiver offers to students and prospective students
Procurement contracts under \$50,000 / annual only
Purchase requisitions under \$50,000 within budgetary authority
Vice-President of Student Services

Contracts / agreements for scholarship, loan, and employment aid programs
Contracts for Student Services sponsored speakers and performing artists
Grant proposals and agreements with no matching funds or indirect costs
Multi-year institutionally funded scholarship and waiver offers to students and prospective students
Procurement contracts under \$50,000 / annual only
Purchase requisitions under \$50,000 within budgetary authority