

CONTRACTUAL AUTHORITY DELEGATION LIST

Per the Board of Control Bylaws the Board of Control delegates the authority to conduct all University business to the President *except* that the Board reserves authority for the following:

- Approve all contracts of \$2,500,000 or greater for the contract term
- Approve capital projects estimated to cost more than \$1,000,000

Per the Contractual & Signature Authority Policy (Operations Manual Policy 5.2-13) the President has delegated contract signing authority to the Vice President of Administration & Business Affairs and the Provost, who further delegate authority as below.

*****Only individuals with delegated contract authority may sign or execute contracts on behalf of SVSU, thereby binding the University to its terms and conditions.*****

CONTRACTUAL AUTHORITY DELEGATIONS

University Vice President	For amounts less than:	Authorization Type
Vice President for Administration & Business Affairs	\$ 2,500,000	Authorized to approve and sign contracts with a total value under \$2,500,000. May further delegate authority to University personnel for: - Monetary contracts valued under \$50,000. - Non-monetary contracts.
Provost & Vice President for Academic and Student Affairs	\$ -	Authorized to approve and sign non-monetary contracts specifically related to Academics or Student Life. May further delegate authority to other University personnel for non-monetary contracts specifically related to Academics or Student Life.

DELEGATED AUTHORITY

Organization	Title of Delegated Signer	For amounts less than:	Authorization Type
Academic & Student Affairs	Executive Director of the Adult Learning	\$ 10,000	- Osher Lifelong Learning (OLLI) Instructor Agreements, Statement of Work, MOA's for OLLI events and; - Continuing Education Instructor Agreements
Academic & Student Affairs	Associate Provost for Student Affairs/Dean of Students	\$ 10,000	-Club Sport Coach Contracts -BOILERPLATE* Performer & Speaker Contracts for Student Life and Organization events
Academic & Student Affairs	Associate Provost	\$ -	-Study Abroad, Visiting Professor, and International Residency
Administration & Business Affairs	Associate Vice President for Administration and Business Affairs/Chief Business Officer	\$ 50,000	All contracts and agreements, including, but not limited to Purchase Orders, Leases and Rentals, Maintenance/Service Agreements.
Athletics	Vice President for Intercollegiate Athletics	\$ 10,000	-Athletic Marketing Agreements, Partnership Agreements, Sponsorship Agreements and Trade-out Agreements -BOILERPLATE* Independent Contractor & Performer Contracts
Business Services	Associate Director of Purchasing	\$ 50,000	Contracts and agreements for Purchase Orders, Performance Contracts, Leases and Rentals, Maintenance/Service Agreements
Business Services	Buyer - Sourcing Specialist	\$ 25,000	Purchase Orders
Business Services	Director of Risk Management	\$ 1,000,000	Authority to Bind Insurance Policies approved by VP ABA

Organization	Title of Delegated Signer	For amounts less than:	Authorization Type
College of Arts & Behavioral Sciences	Dean of the College of Arts & Behavioral Sciences	\$ -	BOILERPLATE* College of ABS Field Work MOU - Criminal Justice Department
College of Education	Dean of the College of Education	\$ -	BOILERPLATE* Student Teacher Placement Agreements
College of Health & Human Services	Dean of the College of Health & Human Services	\$ -	BOILERPLATE* Clinical Placement Agreements BOILERPLATE* Social Work Field Placement Agreements
Conference Center	Director of the Conference Center at SVSU	\$ 50,000	For Contracts with payments to SVSU including: Facility Rental Contracts, Statement of Work, Service Work for Fitness Center Equipment Repair
Controller's	Controller	\$ -	-IRS - FIRE (filing information returns electronically system) -IRS forms 941 and 1042
Controller's	Tax and Financial Operations Manager	\$ -	-IRS - FIRE (filing information returns electronically system) -IRS forms 941 and 1042
Diversity, Equity & Inclusion	Vice President for Diversity Equity and Inclusion	\$ 10,000	-BOILERPLATE* Performer & Speaker Contracts for Diversity Programs events
Foundation & Development	Vice President for Development	\$ 50,000	Donor agreements including: Gift, In-Kind, or Deed of Gift Forms
General Counsel	Vice President for Legal Affairs	\$ 25,000	Legal Counsel
Governmental & Community Affairs	Vice President for Governmental & Community Affairs	\$ 10,000	Community Sponsorship or Event Contracts
Human Resources	Vice President for Human Resources	\$ 25,000	Immigration Documents
Human Resources	Human Resources Manager	\$ 10,000	Immigration Documents
Information Technology & Support Services	Director of Information Technology & Support Services	\$ -	-Non-disclosure Agreements (NDA) - Upgrade Related Documents: Change Management or Service Level Agreements (SLAs) - Free Trial Agreements
Sponsored Programs	Director of Sponsored Programs	\$ 10,000	-BOILERPLATE* Independent Contractor, Consultant, Performer & Speaker Contracts charged to grants

*BOILERPLATE: Per Policy 5.2-13: Contract & Signature Authority - Boilerplate (standard) Contracts are pre-approved templates that have been reviewed and approved by the Offices of General Counsel and Business Services. If the contents are modified beyond filling in the open fields, the contract must be treated as a non-standard contract and signed accordingly.

<https://www.svsu.edu/operationsmanual/businessfinancialmanagement/contractualandsignatureauthority52-13/>