



Contract Signature Authority Structure

<u>CONTRACT TYPE</u>	<u>DOLLAR AMOUNT</u>	<u>SIGNATURE REQUIREMENTS</u>
<p>The following individuals at Eastern Oregon University have delegated signature authority to execute contracts and other legal documents on behalf of the institution. The Vice President for Finance & Administration serves as the primary contract officer for the university, and as such, departments are required to send the original copies of all legal and/or binding documents to the office of Finance & Administration, Inlow Hall 202.</p> <p>For any purchase exceeding \$5000, the informal or formal procurement process must be used.¹ See EOU Purchasing Policy and OAR 580, Division 61, 62, & 63 for further guidance.</p>		
Contracted Purchases		
Physical Plant Purchases	<\$25,000	Director Facility Operations
IT Purchases	<\$25,000	Director Information Technology
Residence Life Purchases	<\$15,000	Director Residence Life (In Director's absence, VP of Students will sign)
Library Book Purchases	<\$25,000	Library Director
Food Service Purchases	<\$50,000	Director Student Activities (In Director's absence, VP of Students will sign)
Bookstore Purchases	<\$50,000	Bookstore Director
Construction/Capital Improvement/Architect/Engineering Contracts		
Campus-wide	No \$ limit	VP Finance & Administration ²
Personal Services Agreements		
All Agreements	No \$ limit	VP Finance & Administration
Facility Use Agreements (Subject to OAR 579-30-0005)		
All Facilities	Simple Contract ³	Director Student Activities
	Complex Contract ⁴	Director Student Activities &

¹ Exceptions in threshold limitations have been adopted for EOU Information Technology Department and EOU Facilities Department. See EOU Purchasing Policy for further details.

² In the absence of the Vice President for Finance & Administration, the Director of Business Affairs and/or Director of Human Resources have signature authority for all contracts.

³ Simple Contract: These contracts are typically rental agreements for one day or less and usually only affect rental space, audio visual and catering.

VP Finance & Administration
(In Director's absence, VP of Students
will sign)

<u>CONTRACT TYPE</u>	<u>DOLLAR AMOUNT</u>	<u>SIGNATURE REQUIREMENTS</u>
Grant & Research Contracts		
Proposals	No \$ limit	PI, Department Chair, Dean, Grants Accountant, Provost and VP Finance & Administration
Final Award Contract	No \$ limit	VP Finance & Administration
Information Technology Contracts		
All Contracts	<\$25,000	Director Information Technology
Marketing/Advertising/Publication Agreements		
All Contracts	<\$50,000	AVP Marketing, Development & Public Affairs
International Agreements		
All Contracts	No \$ limit	President
All Other Contracts (Agreements and Memorandums of Understanding)		
All Contracts	No \$ limit	VP Finance & Administration

NOTES: All purchases/contracts/agreements exceeding the indicated approval amount for each department require approval and signature by the Vice President for Finance & Administration.

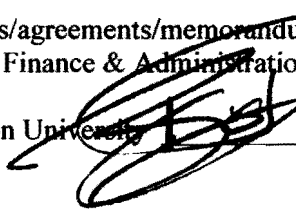
When necessary, a Vice President may delegate his/her signature authority to an appropriate individual. This must be documented in writing, and a copy of this delegation should be forwarded to the VP for Finance & Administration.

In accordance with HB 2321, solicitation and final contract documents require the Dept. of Justice review for all goods and contracts with a total exceeding \$100,000 (\$75,000 for IT related goods purchases); certain services contracts with a total value exceeding \$75,000; and most government/public international or interstate agreements.

Sole Source Purchases must be approved by the Vice President for Finance & Administration, prior to purchase. The VP for Finance & Administration is the President's delegated signature authority for these types of purchases.

A copy of all new or renewed contracts/agreements/memorandums of understanding, regardless of signature authority, should be sent to the VP for Finance & Administration for record keeping.

Approved by President, Eastern Oregon University



Date 11/2/10

⁴ Complex Contract: These contracts are typically for summer residential camps or events that last longer than one day. Formal contract meetings are held and these events usually affect not only rental space, but residence halls, audio visual, catering, facilities and planning (custodial and grounds), Athletics, etc.