EASTERN OREGON UNIVERSITY

CONTRACT SIGNATURE AUTHORITY STRUCTURE

CONTRACTS	DOLLAR AMOUNTS *All contracts and purchases over $1,000,000 will require Board approval*	APPROVAL REQUIREMENTS *When necessary, a Vice President may delegate his/her signature authority to an appropriate individual, which must be documented in writing and on-file with the Finance & Administration Department*
Construction and Capital Improvement Contracts	All	Director of Facilities, **AND** Vice President for Finance & Administration
Personal Service Agreement	< $7,499	Dean, Director, Designated VP, or Provost, **AND** PSA Coordinator
Personal Service Agreement	> $7,500	Dean, Director, Designated VP, or Provost, **AND** VP for Finance & Administration or AVP Finance and Administration
Simple Facilities Use Agreement *Typically, these are rental agreements for one day or less, and usually only affect rental space, audio visual and catering.*	All	Events & Conference Manager
Complex Facilities Use Agreement *Camps or events that last longer than one day, and usually affect residence halls, facilities and planning, administration, athletics, etc.*	All	Events & Conference Manager, **AND** VP for Finance & Administration or AVP Finance and Administration
Grant or Sponsored Project Proposals	All	Principal Investigator, **AND** Departmental Head, Dean, or Director, **AND** Provost or Designated Vice President, **AND** Grant Accountant, **AND** VP for Finance & Administration or AVP for Finance & Administration
Grant or Sponsored Project Final Contract *The final contract must have the pre-approved proposal attached.*	All	Vice President for Finance & Administration or AVP Finance and Administration
Legal Services Agreements		University General Counsel
All Other Contracts/Agreements/MOUs/etc.	All	VP for Finance & Administration or AVP Finance and Administration

PURCHASES	DOLLAR AMOUNT	APPROVAL REQUIREMENTS
All Direct Purchases (not on a contract)	> $5,000	Accounts Payable should be consulted to establish the appropriate method of procurement.
All Direct Purchases (not on a contract)	> $25,000	VP for Finance & Administration or AVP for Finance & Administration
Small Purchases on a Current Contract		
Facilities Purchases	< $25,000	Director Facility Operations
IT Purchases, includes software	< $25,000	Director Information Technology
Residence Life Purchases	< $25,000	Director Residence Life
Library Purchases	< $25,000	Library Director
Food Service Purchases	< $25,000	Director Residence Life
All Other Current Contract Purchases	< $25,000	Appropriate Dean, Director, Designated VP, or Provost

The individuals listed above have delegated signature authority to execute contracts and other legal documents on behalf of the institution

President, Eastern Oregon University Lara Moore **Date** 1.30.2023