

DELEGATED CONTRACT SIGNATURE AUTHORITY

(Note: This document also describes the delegation of authority governing real property transactions.)

I. Constitutional and Statutory Authority of the Board of Governors of the Colorado State University System

The Colorado Constitution, Article VIII, Section 5(2), grants plenary supervisory power, except as provided by law, to the Board including, by implication, the authority to contract.

C.R.S. §23-30-102 Board body corporate – powers relating to real and personal property:

(1) capable in law of suing and being sued, of taking, holding, acquiring, exchanging, selling and determining the uses of personal property and real estate, or any interest therein, the ownership of which is vested in the board...; of **contracting and being contracted with**; of having and using a corporate seal; and of causing to be done all things necessary to carry out the provisions of this article.

(2) the power to lease personal property for a term not to exceed 80 years

(2.5) subject to such reviews and approvals of state agencies as are required by law, the power to sell, lease, or exchange real property, or any interest therein, including any mineral rights, the ownership of which is vested in the board.

(3) power to lease any real property or any interest therein owned by it for mineral exploration, development, and production purposes upon such terms and conditions as may be prescribed and contracted by the board in the exercise of its best judgment as being in the best interest of said entity (subject to some statutory limitations).

(4) the authority to enter into a unit agreement providing for the pooling, unitization or consolidation of acreage covered by any oil and gas lease with other acreage for oil and gas exploration, development and production purposes ...

C.R.S. §23-30-106 – CSU System Fund

(1) creates the board of governors of the Colorado state university system fund which is under the control of and administered by the board of governors. The board of governors shall have authority and responsibility for all moneys of the board of governors and any entity governed by it.

(2) moneys in the fund are to be used by the Board for the payment of salaries and operating expenses of the board and its entities.

The passage of Senate Bill 10-003 permitted the Board of Governors to exempt Colorado State University from fiscal rules promulgated by the Colorado State Controller and review and approvals required to be performed by the Colorado State Controller. On August 11, 2010 the Board by resolution elected to so exempt the University and authorized the President to implement institutional rules, including the delegation of signature authority and review requirements for all contracts. This resolution further authorized the President to delegate the powers inherent in promulgating the new fiscal rules to others within the organization deemed to have appropriate and adequate training and experience in fiscal rules and procedures.

II. Authority Delegated to the Institution President by the Board of Governors by Board Resolution

December 1987 Resolution: The State Board of Agriculture (now the Board of Governors) delegates to the institution presidents the authority to approve and execute all contracts, agreements, grants, warrants and other binding legal instruments which are either expressly approved by resolution of the Board, or

usual, necessary and appropriate to the normal operation of the institution and within the budgeted expenditures as approved by the Board. The Board also expressly permitted the institution presidents to authorize other administrators to negotiate and execute such instruments.

February 1998 Resolution: gives the President authority to approve changes of authorized signatures on existing Board bank accounts; prohibits President from establishing new accounts or changing the purpose of accounts. The Board Resolution also prohibits delegation of this authority.

June 2006 Resolution: authorizes the President to approve and sign agreements requiring the expenditure of \$100,000 or less to resolve lawsuits, grievances, or other civil claims, not including Workers' Compensation claims, against the Board, the institution or its agents with advice and counsel from Office of General Counsel.

December 2009: authorizes the President to execute amendments to the Student Employee Retirement Plans.

December 2009 – delegates to the President all prior delegations of authority that were previously directly delegated to vice presidents at CSU. Authorizes the President to sub-delegate such authority. Such prior delegations of authority include:

- the authority to sign documents granting non-exclusive utility easements having a then-current fair market value of not more than \$25,000, within established or designated utility corridors, the form of which shall be subject to review by General Counsel. (*originally delegated to VPAS 12/8/1999*)

- the authority to sign documents to lease land and/or surplus water rights where CSU is the Lessor subject to the following criteria: (a) lease period of not more than five years for land; (b) lease period of not more than one year for water rights; (c) where lease has a maximum value of \$5,000 per year; (d) where impact of the lease is minimal; and (e) subject to review/approval by General Counsel. (*originally delegated to VPAS12/3/2001*)

- the authority to approve and sign workers' compensation settlements up to a value of \$250,000, with review by the Office of General Counsel (*originally delegated to VPAS 6/22/2006*)

- the authority to sign documents reasonably necessary and appropriate to acquire exclusive and non-exclusive easements subject to the following criteria: (a) then-current fair market value of not more than \$25,000; (b) obtained for programmatic or operational purposes; (c) include customary and reasonable obligations the costs of which are within the Board approved Budgets; and (d) after consultation with the Office of General Counsel. (*originally delegated to VPAS 6/3/2008*)

III. Authority Delegated by the President to the Vice Presidents and Other University Officials with Further Sub-Delegations

A. VICE PRESIDENT FOR UNIVERSITY OPERATIONS

1. Authority to execute expenditure and revenue contracts, agreements and other binding legal instruments that are usual, necessary and appropriate to the normal operation of the institution and within the budgeted expenditures as approved by the Board. Authority to sub-delegate this authority to other administrators as deemed appropriate and necessary for the normal operation of the institution.

2. Authority to sign documents granting non-exclusive utility easements having a then-current fair market value of not more than \$25,000, within established or designated utility corridors, the form of which shall be subject to review by General Counsel.

3. Authority to sign documents to lease land and/or surplus water rights where CSU is the Lessor subject to the following criteria: (a) lease period of not more than five years for land; (b) lease period of not more than one year for water rights; (c) where lease has a maximum value of \$5,000 per year; (d) where impact of the lease is minimal; and (e) subject to review/approval by General Counsel

4. Authority to approve and sign workers' compensation settlements up to a value of \$250,000, with review by the Office of General Counsel

5. Authority to sign documents reasonably necessary and appropriate to acquire exclusive and non-exclusive easements subject to the following criteria: (a) then-current fair market value of not more than \$25,000; (b) obtained for programmatic or operational purposes; (c) include customary and reasonable obligations the costs of which are within the Board approved Budgets; and (d) after consultation with the Office of General Counsel

6. Authority to sign Equipment Lease/Purchase Agreements, related documents, certificates and instruments as may be necessary to consummate transactions contemplated by the Equipment Lease/Purchase Agreements.

7. Vice President for University Operations Sub-Delegations:

SUB-DELEGATE	TYPE OF TRANSACTION / AGREEMENT	DEPT. TO CONTACT FOR ASSISTANCE
Associate Vice President for Finance	Revenue and Service Contracts with authority to sub-delegate.	Contracting Services
	Equipment Lease/Purchase Agreements, related documents and instruments.	
Director, Animal Reproduction and Biotechnology Laboratory (ARBL) Business Manager, ARBL	Revenue contracts on CSU approved forms with a value less than \$25,000	ARBL
Chief of Police, Lieutenant for Support & Events	Service Agreements for providing police services for campus events on approved forms.	CSUPD
Executive Director, Lory Student Center (LSC)	Procurement of entertainment or cultural programs, events and film usage rights with a value of \$25,000 or less	Campus Activities Center
Director, Campus Activities	Procurement of entertainment or cultural programs, events and film usage rights with a value of \$10,000 or less	Campus Activities Center
Executive Director, CSU Health Network	Purchase of Student Health Insurance	CSU Health Network
Director, Risk Management	Purchase of Risk Insurance	Risk Management
Director, Human Resource Services	Purchase of Administrative Professional and Faculty Benefits with a value less	Human Resources

	than \$150,000	
Director and Supervising Purchasing Agent,	Purchase of goods, equipment, intangibles and services generally with a value of less than \$150,000; confidentiality/non-disclosure agreements associated with the purchase of goods or services	Procurement Services
Purchasing Agents	Vendor agreements in which the CSU Purchase Order Terms and Conditions control and all high risk terms have been removed up to a value of \$25,000	Procurement Services
Director, Facilities Management	Purchase of utilities	Facilities Management
	Construction, architectural and engineering contracts and related services or materials, with a value less than \$150,000 and non-material amendments and change orders to such contracts	Facilities Management
	Short-term agreements for use of CSU building or outdoor space (may include use of CSU equipment)	Facilities-Events Offices
Manager Building Customer Service, Customer Services Manager, Special Event Scheduler	Short-term agreements for use of CSU building or outdoor space (may include use of CSU equipment)	Facilities-Events Offices
Building & Customer Services Manager	City of Fort Collins Special Event Permits	Facilities-Events Offices/Risk Management
Transportation Manager	Agreements to lease, purchase and dispose of university vehicles	Transportation Services
Director and Deputy State Forester, Colorado State Forest Service	Forestry Services – sales & cooperative agreements. Does NOT include sponsored programs/grants.	Forest Service
	License agreements for use of private land for two years or less with a value less than \$25,000/year	Contracting Services
District Foresters	Forestry Services – sales and cooperative agreements less than \$15,000 on standard forms	Forest Service
Director and Deputy Director, Athletics	Athletic Sponsorship Agreements with a value less than \$50,000, including approval of transactions handled by athletic marketing contractor	Office of General Counsel
	Non-conference Game Agreements	Office of General Counsel
	Licenses for use of CSU's name, logo and marks within his area of responsibility	Office of General Counsel
Deputy Director and Business Manager, Athletics	CSU standard form contracts and vendor agreements not exceeding \$5,000 for the acquisition of goods and services	Contracting Services
Department Chair, Music Theater and Dance	Guest artist and performance contracts not exceeding \$10,000 on standard forms	Contracting Services

B. PROVOST/EXECUTIVE VICE PRESIDENT

1. Authority to sign Cooperative Agreements, Memoranda of Understanding, and other academic agreements.

2. Provost/Executive Vice President Sub-Delegations

SUB-DELEGATE	TYPE OF TRANSACTION	DEPT. TO CONTACT FOR ASSISTANCE
Vice Provost for International Programs	Student exchange agreements w/ Foreign institutions	International Programs
	Study abroad, COSSAP and other international cooperative agreements	International Programs
Vice President for Engagement	Sale of Continuing Education Services	Continuing Education
	Extension Service & Cooperative Agreements	Extension Service
Vice Provost for Undergraduate Affairs	WICHE, Student Exchange, accreditation & other educational cooperative agreements with domestic institutions	Provost/Exec. VP
Associate Provost for Continuing Education	Sale of Continuing Education Services with a value not greater than \$15,000	Continuing Education
Vice Provost for Graduate Affairs	Graduate student assistantships, scholarships, stipends, and fellowship agreements	Graduate School
Applicable College Dean	Site Agreements for Internships & Practicum Placements w/no expenditure of funds	Dean of Applicable College
	Confidentiality/Non-disclosure agreements not related to research w/no expenditure of funds	Responsible Department

C. VICE PRESIDENT FOR RESEARCH

1. Authority to sign Research Agreements, including grants, sub-grants or sub-awards, research subcontracts, materials transfer agreements, intellectual property license agreements, and confidentiality/non-disclosure agreements pertaining to research or scientific/technical services. Also the authority to license the use of CSU intellectual property to an external party.

2. Authority to sign Equipment Lease/Purchase Agreements, related documents, certificates and instruments as may be necessary to consummate transactions contemplated by the Equipment Lease/Purchase Agreements. Also authority to approve Line of Credit Agreements, Security Agreements and Notes for the benefit of the Research Foundation for the purpose of acquiring tangible personal property.

3. Vice President for Research Sub-Delegations:

SUB-DELEGATE	TYPE OF TRANSACTION	DEPT. TO CONTACT FOR ASSISTANCE
Sr. Assoc. VP for Research Administration; Associate VP for Research; Assistant VP for Research; Director, Sponsored Programs; Associate Director, Sponsored Programs	Research Agreements including materials transfer agreements, sub-awards, and confidentiality/non-disclosure agreements	Sponsored Programs
Sr. Assoc. VP for Research Administration; Associate VP for Research	Equipment Lease/Purchase Agreements, related documents, certificates and instruments as may be necessary to consummate transactions contemplated by the Equipment Lease/Purchase Agreements. Also authority to approve Line of Credit Agreements, Security Agreements and Notes for the benefit of the Research Foundation for the purpose of acquiring tangible personal property.	Office of General Counsel

D. VICE PRESIDENT FOR INFORMATION TECHNOLOGY/DEAN OF LIBRARIES

1. Authority to sign license agreements for software, database access, online publications, library materials and telecommunications services (CSU as licensee).
2. Authority to sign cooperative or consortium agreements relating to data transmission, data sharing, and information services with other governmental and non-profit entities.
3. No sub-delegations.

E. VICE PRESIDENT FOR STUDENT AFFAIRS

1. Authority to sign agreements involving the expenditure of student fees from designated student organization accounts or ASCSU accounts, subject to the requirements of the State Fiscal Rules and the authority to sign cooperative agreements involving student affairs and activities.
2. Vice President for Student Affairs Sub-Delegations:

SUB-DELEGATE	TYPE OF TRANSACTION	DEPT. TO CONTACT FOR
--------------	---------------------	----------------------

		ASSISTANCE
Director, Conference Services	Agreements for the Use of CSU facilities and services for conferences and events	Conference Services
Director, Pingree Park	Agreements for the use of Pingree Park facilities	Pingree Park
Executive Director, Housing & Dining Services	Agreements for student room and board and university apartments	Housing & Dining Services
Director, Apartment Life	Agreements for university apartments	Apartment Life
Director, Residence Life	Agreements for student room and board	Housing and Dining Services

F. VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

1. Authority to sign donor agreements (excluding those handled by CSUF or CSURF) or gift-in-kind agreements for donations and gifts to the University.
2. Vice President for University Advancement Sub-Delegations:

SUB-DELEGATE	TYPE OF TRANSACTION	DEPT. TO CONTACT FOR ASSISTANCE
Senior Associate Vice President for Development	Donor fund agreements; procurement contracts for donor events or programs up to a value of \$10,000	VP University Advancement
Director of Finance and Associate Director of Finance	Procurement contracts for event services and venues with a value of \$5,000 or less	VP University Advancement
Executive Director, Alumni Relations	Sponsorship agreements and affinity contracts with a value less than \$50,000	Alumni Relations

G. VICE PRESIDENT FOR ENROLLMENT AND ACCESS

1. Authority to sign work-study placement/site agreements, financial aid agreements with state and federal agencies, veterans training grants, and scholarship and stipend agreements with undergraduate students.
2. No sub-delegations.

H. VICE PRESIDENT FOR EXTERNAL RELATIONS

1. Authority to license the use of CSU's name, logo and marks.
2. Authority to license the use of CSU owned photos, videos and artwork.
3. Authority to sign sponsorship agreements within his area of responsibility up to a value of \$50,000.

4. Vice President for External Relations Sub-Delegations:

SUB-DELEGATE	TYPE OF TRANSACTION	DEPT. TO CONTACT FOR ASSISTANCE
Director, Communication and Creative Services and Associate Vice President for External Relations	License agreements in the ordinary course of business	Communication & Creative Services
Associate Vice President for External Relations	Sponsorship agreements with a value of \$5,000 or less	Communication & Creative Services

I. DEPUTY GENERAL COUNSEL

1. Authority to obtain independent contractor(s) for legal or paralegal services.
2. No sub-delegations.

ALL EXPENDITURE CONTRACTS REQUIRE SIGNATURE BY THE UNIVERSITY CONTROLLER OR CONTROLLER'S DELEGATE AND MAY REQUIRE LEGAL REVIEW AND OTHER APPROVALS. NOTHING IN THIS MEMORANDUM SHALL BE CONSTRUED TO AUTHORIZE ANY OFFICIAL TO SIGN A CONTRACT OBLIGATING THE EXPENDITURE OF CSU FUNDS WITHOUT THE APPROVAL OF THE UNIVERSITY CONTROLLER, OR AN AUTHORIZED SUB-DELEGATE.