

| Document Type | Signature Authority |
|---|---|
| a/o 8/26/2015 | |
| Art Exhibition and Loan Agreements | Director of Art Gallery |
| Athletics | |
| Contracts with other colleges and universities for intercollegiate events | Director of Intercollegiate Athletics |
| Auxiliary Business Units | |
| Management Agreements (Dining, Bookstore, Beverages, Rec Center) | Vice President, Business Affairs & Finance |
| Management Agreements - Housing / Property Manager | Vice President, Business Affairs & Finance |
| Banking, Investments, Financial Transactions | |
| Contracts for investment advisors, investments, custodial agreements, and distributions from trusts. Includes authority to sign checks, arrange for wire or ACH transfers and sign other similar financial instruments to meet the usual and customary banking needs of the University. Authority to open and close bank accounts is reserved to the Vice President for Business Affairs & Finance. | Vice President, Business Affairs & Finance |
| Financing matters, such as sale of bonds | Vice President, Business Affairs & Finance |
| Budget Transfers | |
| Operating funds all (unrestricted) | Director, Budget & Financial Analysis |
| Capital Improvement Projects / Design & Construction contracts | Vice President, Business Affairs & Finance |
| Facilities Rental Agreements | Director of Conference Services |
| Gifts and endowments | |
| Solicitations and acceptance of gifts, all others | See Naming Gift Opportunities policy -- Vice President for University Advancement |
| Residence Life - Housing & Dining Services | |
| Residential Housing agreement | Management Company |
| Dining / Meal Plan agreement | Management Company |
| Legal documents | |
| Settlement documents approved by the Ohio AG | General Counsel |
| Routine settlement documents and releases pertaining to litigation or threatened litigation, including worker's compensation, unemployment compensation, collection matters, labor contracts, intellectual property, bond documents and supporting opinions. | General Counsel |
| Licensing Agreements | |
| All other rights including authority to waive royalties and permission to use University's name /logos to promote products/services | Associate Vice President for Enrollment Services & Marketing |
| Personal Services - Based on dollar amount | |
| (e.g., Independent Contractor Agreements) | Dean or Division Vice President |
| Personnel Actions | |
| Student Employment Authorization | Departmental Student Employment Designee |

| Document Type | Signature Authority |
|---|---|
| a/o 8/26/2015 | |
| Graduate Student Agreements | Dean and Senior Vice Provost for Academic Affairs |
| Classified employee actions, all | Chief Human Resources Officer |
| Letter of appointment employees - full-time, all | Dean or Division Vice President |
| Letter of appointment employees - part-time non-temporary | Dean or Division Vice President |
| Letter of appointment employees - part-time, temporary, teaching & admin (semester-based) | Dean |
| Letter of appointment employees - part-time, temporary, non-teaching | Dean or Division Vice President |
| Records of hours worked/sick leave & vacation | Supervisor |
| Purchasing Goods and Services | See purchasing policy |
| Less than \$2,500 | Department Chair / Head |
| Greater than \$2,501 | Dean or Division Vice President |
| Real estate: | |
| Leasing transactions -- 6 months or less | Vice President, Business Affairs & Finance |
| -- > 6 months | Vice President, Business Affairs & Finance |
| Agreements for purchase or sale of real estate | Vice President, Business Affairs & Finance |
| Agreements for gifts of real estate | See Naming Gift Opportunities policy -- Vice President for University Advancement |
| Sponsored Program and Research | |
| Externally Funded Grants and Sponsored Contracts for Research up to \$499,999 | Associate Vice President for Research |
| Externally Funded Grants and Sponsored Contracts for Research > \$500,000 | Vice President for Research |
| Grants and sponsored program sub-contracts | Director of Sponsored Programs & Research Services |
| Budget Transfers -- Grants, sponsored programs all (restricted) | Director of Sponsored Programs & Research Services |
| Tax Filings and Returns | Controller |
| Travel expense authorizations | Department Head |
| Other | |
| Agreements for payment of services of performing artists | Dean or Division Vice President |
| Agreements for clinical affiliation, standard and non-standard | Dean |
| Agreements related to Student Affairs Sponsored Events | Vice President for Student Affairs |
| Agreements/contracts -- any / all other commitments of University funds | Vice President, Business Affairs & Finance |
| Academic Affiliation agreements | Provost |
| Services agreements - University is vendor | Dean or Division Vice President |