

Delegation of Signature Authority

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

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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