

DELEGATION OF SIGNATURE AUTHORITY

Document Type	Signature Authority
Art Related Agreements	
CSU lending art	Director of Art Gallery
CSU borrowing art	Director of Art Gallery
CSU licensing art	Director of Art Gallery
Miscellaneous art related agreements	Director of Art Gallery
Athletics	
Sponsorship agreements	Director of Athletics
Rights to broadcast	Director of Athletics
Agreements with other colleges and universities for athletic events	Director of 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	
Agreements for custodial services and distributions from trusts	Vice President, Business Affairs & Finance
Agreements related to investment advisors and investments	Vice President, Business Affairs & Finance
CSU checks and similar financial instruments necessary to meet the usual and customary banking needs of the University	Vice President, Business Affairs & Finance
Authorization for wire or ACH transfers	
Bank account open and close forms	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 Agreements	
Vice President, Business Affairs & Finance	
Conference Services	
Facilities use agreements	Director of Conference Services
Performance agreements	Director of Conference Services
Partnership organization applications	Director of Conference Services
Vendor information tables	Director of Conference Services
Wolstein Center agreements	Director of Wolstein Center
Gifts and Endowments	
Solicitations and acceptance of gifts, all others	See Naming Gift Opportunities Policy -- Vice President of University Advancement
Naming gifts opportunities (Non-Athletics)	See Naming Gift Opportunities Policy -- Vice President of University Advancement
Naming gifts opportunities (Athletics-related)	*Athletics rights sold to a third-party, so no CSU signatory until
Residence Life - Housing & Dining Services	
Residential housing agreements	Management Company
Dining /meal plan agreements	Management Company
Litigation, Settlement, and Release Documents	
Settlement documents approved by the Ohio Attorney General	Provost or Vice President, Business Affairs & Finance
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

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Licensing Agreements (Non-Athletics)	
University Name and Logo (including authority to waive royalties and permission to use University's name /logos to promote products/services)	Chief Marketing Officer
Subscription Agreements for Michael Schwartz Library	Library Director (up to cap dollar amount) if above cap then Provost
Subscription Agreements for CMLaw Library	Law Library Director (up to cap dollar amount) if above cap then Law Dean
Personnel Actions	
Reclassifications and TPA	Provost, Division Vice President, General Counsel or Director
Student employment authorization	Departmental Student Employment Designee
Graduate student agreements	Dean or Designee
Classified employee actions, all	Chief Human Resources Officer
Letter of appointment employees - full-time, all	Provost or Division Vice President
Letter of appointment employees - part-time, non-temporary	Provost or Division Vice President
Letter of appointment employees - part-time, temporary, teaching & admin (semester-based)	Dean or Designee
Letter of appointment employees - part-time, temporary, non-teaching	Provost, Division Vice President Dean or Designee
Records of hours worked/sick leave & vacation	Supervisor
Purchasing Goods - based on dollar amount	
Less than \$10,000	Dean, Department Chair / Head, Director or Designee
Greater than \$10,001	See Purchasing Policy
Purchasing Services - based on dollar amount	
Less than \$10,000	Dean, Department Chair / Head, Director or Designee
Greater than \$10,001	See Purchasing Policy
Independent contractor agreements	Appropriate Dean
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 of University Advancement
Rental/use of off-campus spaces	Appropriate Department Chair / Head
Sponsored Programs and Research	
CSU as grant recipient	Vice President for Research
Externally funded grants and sponsored agreements for research up to \$499,999	Director of Sponsored Programs & Research Services
Externally funded grants and sponsored agreements 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	
	Dean or Department Head
Miscellaneous Agreements	
Agreements for payment of services of performing artists	Dean, Division Vice President, Department Chair or Director
Agreements related to Student Affairs Sponsored Events	Chief Student Affairs Officer
Agreements -- any / all other commitments of University funds	Vice President, Business Affairs & Finance
Services agreements - University is vendor	Dean or Division Vice President