

DELEGATION OF SIGNATURE AUTHORITY

| Document Type | Signature Authority |
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| Academic Agreements | |
| Academic affiliation agreements | President or Provost |
| Clinical affiliation agreements | Dean or Associate Dean |
| Internship program agreements | Dean |
| Agreements with international universities | Provost |
| 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 |
| 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 | |
| Sollicitations 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 |

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| 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 (Non-Athletic) | |
| 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 | |
| Less than \$10,000 | Dean, Department Chair / Head, Director or Designee |
| Greater than \$10,001 | Division Vice President or designee |
| Purchasing Services | |
| Less than \$10,000 | Dean, Department Chair / Head, Director or Designee |
| Greater than \$10,001 | Division Vice President or designee |
| 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 for 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 |
| Data sharing agreements | Relevant Principal Investigator or Chair or Dean |