
UNIVERSITY OF WYOMING REGULATIONS

Subject: Signature Authority

Number: UW Regulation 7-2



I. PURPOSE AND POLICY

Unless otherwise limited by UW Regulation or reserved by the Board of Trustees, the President shall have authority to approve and/or sign University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued less than \$2,000,000 (one-time or in aggregate), and for which the term is less than ten years.¹ The President may delegate this authority to University Officers for such contracts, federal contracts, agreements, memorandums of understanding, and procurements that require consideration (paid or received) valued less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five years.

At each regular meeting of Board of Trustees (excluding conference calls), the President shall provide a written report to the Board of Trustees identifying each contract, federal contract, agreement, memorandum of understanding, or procurement valued at \$50,000 or above (one-time or in aggregate) signed by the President or designee under this provision.

II. RESERVATION OF AUTHORITY

Notwithstanding the authority listed above, the Board of Trustees specifically reserves authority to approve and/or sign contracts, federal contracts, agreements, memorandums of understanding, and procurements for the following:

- A. All aspects of capital construction, as defined in UW Regulation 1-102(B), including but not limited to planning; project concept and intent; Level I reconnaissance studies; Level II feasibility studies; funding for Level III design and construction; construction delivery method (design-bid-build, construction manager at risk, or design-build); the selection and employment of architects; the adoption of project budget, plans, specifications, and details for the construction of such buildings; the receiving of bids and awarding of contracts for design and construction of buildings; exterior design and landscaping; the Guaranteed Maximum Price (GMP) or lump sum bid amount; and use of the owners' contingency (if \$25,000 or above) (see UW Regulations 1-102(B) and 6-1);

¹ This ten-year limitation does not apply to Section II.K.
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- B.** Major maintenance for \$500,000 or above (defined in W.S. 16-6-601(v) as the repair or replacement of complete or major portions of building and facility systems at irregular intervals which is required to continue the use of the building or facility at its original capacity for its original intended use and is typically accomplished by contractors due to the personnel demand to accomplish the work in a timely manner, the level of sophistication of the work or the need for warranted work);
- C.** Sale or purchase of real property, improvements to real property, and timber sales (see UW Regulation 1-102(C));
- D.** Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000;
- E.** Equipment leases for \$100,000 or above or longer than one year;
- F.** Purchases and installations of public art that are the permanent property of the University and are intended to be installed for a specific period of time (limited or extended) or in perpetuity (see UW Regulation 1-102(M));
- G.** The settlement of claims against the University for \$100,000 or above (see UW Regulation 1-102(A));
- H.** The President's employment contract;
 - I.** Employment contracts for longer than one year (one-time or in aggregate) or with no termination date, excluding multi-year athletic coach contracts (see UW Regulation 1-1);
 - J.** All contracts, agreements, or memorandums or understanding with an open-ended or indefinite term;
 - K.** The patent, copyright, sale, license, or use of University inventions, discoveries or works by an outside user where negotiated terms fall outside of the typical ranges and are not compensated for elsewhere (see UW Regulation 9-1);
 - L.** The sale, assignment, and transfer of stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by the University in its own right or in any fiduciary capacity (see UW Regulation 1-102(G));
- M.** Agreements, resolutions and any other documentation required to establish, maintain, and terminate security cash accounts with security dealers and

brokers for the purpose of taking ownership and possession of cash, bonds, stocks and other securities held by such dealers and brokers which have been directed to the University by gift, bequest or any other act of transfer (see UW Regulation 1-102(G));

- N. Loans; loan guarantees; and bonds or other forms of debt obligations, including the lease, ground lease, preliminary official statement, and continuing disclosure statement;
- O. Acceptance of any gift or donation that requires a matching obligation of the University or the State of Wyoming, creates a future obligation of University resources, or alters its academic priorities;
- P. Modification to UW Foundation fees for managing endowments;
- Q. Depositories for University funds;
- R. Joint powers agreements;
- S. Interstate agreements;
- T. All contracts, federal contracts, agreements, memorandums of understanding, or procurements that have such a serious political, social, or financial impact on the University or the public that the Board of Trustees must review, as determined by the President of the University; and
- U. Any contracts and agreements required by law to be signed by an officer of the Board of Trustees or required by UW Regulation, policy, or procedure to be approved by the Board of Trustees.

Responsible Division/Unit: Office of the President

Source: None

Link: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Regulation 1-1; UW Regulation 1-102(A) (Settlement Authority); UW Regulation 1-102(B) (Capital Construction for Major Projects); UW Regulation 1-102(C) (Retention or Disposal of Real Property); UW Regulation 1-102(G) (Authorization for Stock Transfers); UW Regulation 1-102(M) (Public Art Policy); UW Regulation 6-1 (Physical Plant); UW Regulation 9-1 (Patents and Copyrights)

History: Adopted 11/15/2017 Board of Trustees meeting
Renumbered 7/1/2018: formerly UW Regulation 3-1, now UW Regulation 7-2
Revisions adopted 1/26/2023 Board of Trustees meeting

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