

**PRESIDENTIAL DIRECTIVE  
THE UNIVERSITY OF WYOMING  
3-2014-1**

**July 28, 2014**

**SUBJECT: Signature Authority**

1. **General information.** The University is a large institution that produces over 2,000 contracts and agreements per year. In order to manage the risk and liability associated with this type of enterprise, only a few individuals have authority to bind the University.
2. **Purpose.** The directives below are intended to identify officers of the University, as defined in UW Regulation 1-1, that have signature authority on behalf of the University.
3. **Officers; signature authority.**
  - a. **President.** The President has the authority to sign any and all documents on behalf of the University.
  - b. **Vice President for Administration.** The Vice President for Administration has the authority to sign routine business transactions, including, but not limited to, the following:
    - i. Advertising agreements;
    - ii. Agreements for the purchase or lease of equipment;
    - iii. Agreements for printing and publishing services;
    - iv. Agreements for professional services for construction of facilities (architects, engineers, surveyors, etc.), construction contracts, and change orders;
    - v. Agreements for services, including personal services agreements;
    - vi. Agreements involving real property or mineral interests, including financing, sale, purchase, lease or easements of any type;
    - vii. Consulting agreements;
    - viii. Facilities use agreements;
    - ix. Hotel and banquet event order agreements;
    - x. Lending agreements (UW Art Museum);
    - xi. Memorandums of agreement/understanding involving an exchange of money;
    - xii. Performance contracts;
    - xiii. Presenter agreements;
    - xiv. Software and maintenance agreements; and
    - xv. Trademark licensing agreements.
  - c. **Vice President for Academic Affairs.** The Vice President for Academic Affairs has the authority to sign routine agreements involving academic units (but not involving expenditure of University funds), including, but not limited to, the following:
    - i. Cooperative educational agreements;
    - ii. Memorandums of agreement/understanding involving an academic unit with no exchange of money; and
    - iii. Student and faculty exchange agreements.
  - d. **Vice President and General Counsel.** The Vice President and General Counsel has the authority to sign all agreements engaging outside counsel and for services designated as attorney work product.

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- e. **Vice President for Research and Economic Development.** The Vice President for Research and Economic Development has the authority to sign routine agreements involving research grants and economic development units, including, but not limited to, the following:
    - i. Agreements involving technology protection, licensing and transfer;
    - ii. Federal, state, local government and private contracts and grants,
    - iii. Material transfer agreements;
    - iv. Non-disclosure agreements; and
    - v. Agreements with the Office of Research and Economic Development reporting entities.
  - f. **Director of Intercollegiate Athletics.** The Director of Intercollegiate Athletics has the authority to sign routine agreements involving athletics (but not involving expenditure of University funds), including, but not limited to, the following:
    - i. Athletics banquet order event requests;
    - ii. Athletics facilities use agreements;
    - iii. Cowboy Joe Club agreements;
    - iv. Game scheduling agreements; and
    - v. Sports apparel agreements.
4. **Delegation of signature authority.** Officers with signature authority may delegate their signing authority to other employee(s) within their units, with prior written approval of the President. This delegation must be in writing.
  5. **Review process.** The Office of General Counsel reviews contracts and agreements for legal issues and concerns. The Office of Risk Management and Safety may also review contracts and agreements, as appropriate, for insurance requirements. The contracting unit is responsible for (1) looking at the purpose of each agreement and questioning those that may not best serve the University's interests; (2) reviewing the business and technical terms of the agreement; and (3) submitting the agreement to the Office of General Counsel. If the agreement involves a professional services account code (9xxxxx), the contracting unit must first consult with and/or send the agreement and the Employee/Independent Contractor Determination Worksheet to the Tax Office. The Tax Office will forward to the Office of General Counsel. The Office of General Counsel will review the agreement and route to the appropriate University officer for signature.
  6. **Record-keeping.** It is strongly advised that each officer with signature authority keep a copy and log of each signed agreement.

Approved



Richard C. McGinity  
University President

July 28, 2014

Date