



## Standard Administrative Policy and Procedure

**Subject:** Signature Authority

**Number:** UW SAP 7-2.1

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### **I. PURPOSE**

The University of Wyoming 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. This policy is intended to identify Officers of the University that have signature authority on behalf of the University.

### **II. DEFINITIONS**

**Officers of the University:** As defined in UW Regulation 1-1.

### **III. POLICY**

The Officers of the University identified in this policy have signature authority for the specific documents listed. All other signature authority lies with the Board of Trustees and the President as set forth in UW Regulation 7-2.

### **IV. SIGNATURE AUTHORITY**

#### **A. President**

1. Pursuant to UW Regulation 7-2 (Signature Authority), the President has the authority to 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 (10) years.
2. Per this policy and subject to further delegation, the President delegates this authority to the officers listed below.

#### **B. Provost and Executive Vice President for Academic Affairs**

1. The Provost and Executive Vice President for Academic Affairs has the authority to sign routine agreements involving academic units that are

valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including, but not limited to, the following:

- a. Agreements for services, including personal services agreements, involving an academic unit;
- b. Cooperative educational agreements;
- c. Hotel and banquet event order agreements involving an academic unit;
- d. International exchange agreements;
- e. Lending agreements (UW Art Museum);
- f. Memorandums of agreement/understanding involving an academic unit;
- g. Performance contracts involving an academic unit; and
- h. Presenter agreements involving an academic unit.

**C. Vice President for Budget and Finance**

1. The Deputy Vice President for Budget and Finance has the authority to sign routine business transactions that are valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including, but not limited to, the following:
  - a. Agreements for the purchase or lease of equipment;
  - b. Agreements for printing and publishing services;
  - c. Agreements for services, including personal services agreements for units including the campus units of Budget & Finance, Human Resources, Procurement, Housing, Dining and Catering;
  - d. Consulting agreements;
  - e. Hotel and banquet event order agreements;
  - f. Memorandums of agreement/understanding involving an exchange of money; and
  - g. Student housing lease agreements.

**D. Vice President for Campus Operations**

1. The Vice President for Campus Operations has the authority to sign routine business transactions that are valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including, but not limited to, the following:
  - a. Agreements for professional services for construction of facilities (architects, engineers, surveyors, consultants, etc.) and construction contracts (including those valued at more than \$1,000,000 as approved by the Board of Trustees), change orders and permits;
  - b. Agreements for services, including personal services agreements, for campus units including the UW Police Department, Transit and Parking Services, UW Operations and the Jacoby Golf Course;

- c. Agreements involving real property or mineral interests, including financing, sale, purchase, lease or easements of any type;
- d. Agreements involving film and photography of campus, and,
- e. Facilities use agreements;

**E. Associate Vice President for Communications and Marketing**

1. The Associate Vice President for Communications and Marketing has the authority to sign routine agreements involving marketing or communications that are valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including, but not limited to, the following:
  - a. Advertising agreements;
  - b. Agreements for services, including personal services agreements, involving marketing or communications; and
  - c. Website creation or design.

**F. Vice President for Information Technology**

1. The Vice President for Information Technology has the authority to sign routine agreements involving information technology that are valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including, but not limited to, the following:
  - a. Agreements for services, including personal services agreements, involving information technology;
  - b. Software license and maintenance agreements; and
  - c. Software and hardware purchases.

**G. Vice President for Research and Economic Development**

1. The Vice President for Research and Economic Development has the authority to sign routine agreements involving research grants and economic development units that are valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including, but not limited to, the following:
  - a. Agreements for services, including personal services agreements, involving research grants and economic development units;
  - b. Agreements involving technology protection, licensing and transfer;
  - c. Federal, state, local government and private contracts and grants,
  - d. Material transfer agreements;
  - e. Non-disclosure agreements; and
  - f. Agreements with the Office of Research and Economic Development reporting entities.

**H. Vice President for Student Affairs**

1. The Vice President for Student Affairs has the authority to sign routine agreements involving student affairs units that are valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including but not limited to, the following:
  - a. Agreements for services, including personal services agreements, involving a student affairs unit;
  - b. Hotel and banquet event order agreements involving a student affairs unit;
  - c. Performance contracts involving a student affairs unit; and
  - d. Presenter agreements involving a student affairs unit.

**I. Director of Intercollegiate Athletics**

1. The Director of Intercollegiate Athletics has the authority to sign routine agreements involving athletics that are valued at less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years, including, but not limited to, the following:
  - a. Agreements for services, including personal services agreements, involving athletics;
  - b. Athletics banquet order event requests;
  - c. Athletics facilities use agreements;
  - d. Cowboy Joe Club agreements;
  - e. Game scheduling agreements;
  - f. One-year athletic coach agreements;
  - g. Sports apparel agreements; and
  - h. Trademark licensing agreements.

**J. Vice President and General Counsel**

1. The Vice President and General Counsel has the authority to sign agreements engaging outside counsel and for services designated as attorney work product.

**V. DELEGATION OF SIGNATURE AUTHORITY**

- A. 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.

## **VI. REVIEW PROCESS**

- A.** The Office of General Counsel reviews contracts and agreements for legal issues and concerns. The Office of Risk Management may also review contracts and agreements, as appropriate, for insurance requirements.
- B.** 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 through the online module.

**Responsible Division/Unit:** Office of the President/Office of General Counsel

**Source:** None

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

**Associated Regulations, Policies, and Forms:** UW Regulation 7-2

**Approved:** 7/8/2021; 3/16/2022