

**CONTRACT SIGNATURE AUTHORITY DELEGATIONS LIST**

Pursuant to the [Contract Signature Authority](#) policy, the term “contract” has used herein means any written agreement that imposes legally enforceable obligations on the Arizona Board of Regents and Northern Arizona University.

Pursuant to the [External Data Use Agreements](#) policy, the Vice President for Research (or current designee, David Faguy) must review and approve External Data Use Agreements prior to their formal execution.

Pursuant to [Arizona Board of Regents Policy 3-801](#), all expenditures of public funds are subject to University Procurement Code. Procurement contracts require the review and signature of Contracts, Purchasing and Risk Management.

Title	Description of Delegated Signature Authority
President	All types of contracts
Vice President and Chief of Staff	All types of contracts with the President’s approval.
Vice President of External Affairs and Partnerships	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of External Affairs and Partnerships of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Agreements with affiliated entities of the University; and</li> <li>2. Other contracts that relate directly to the functions and responsibilities of the Vice President of External Affairs and Partnerships, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
Vice President of Advancement	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of Advancement of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Catering contracts for alumni events;</li> <li>2. Gift and grant agreements and related documents; and</li> <li>3. Other contracts that relate directly to the functions and responsibilities of the Vice President of Advancement, provided that such other contracts are not sponsored</li> </ol>

	<p>grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</p>
<p>Vice President of Capital Planning and Campus Operations</p>	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of Capital Planning and Campus Operations of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Construction contracts and related change orders;</li> <li>2. Contracts or documents relating to entitlements for real property, including but not limited to, applications and other documents with respect to zoning, building permits, use permits, subdivision maps and plats, and authorizations to file applications and submittals related thereto;</li> <li>3. Contracts that relate to the use of University physical facilities other than athletic facilities;</li> <li>4. Maintenance contracts;</li> <li>5. Real property development agreements and other items related thereto approved by the President;</li> <li>6. Real property purchase and sales contracts, escrow instructions, deeds, easements, leases, and other items related thereto;</li> <li>7. Professional consultant contracts approved in advance by the President not to exceed \$50,000; and</li> <li>8. Other contracts that relate directly to the functions and responsibilities of the Vice President of Capital Planning and Campus Operations, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000</li> </ol>
<p>Chief Marketing Officer</p>	<p>Contracts that relate directly to the functions and responsibilities of University Marketing provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate.</p>
<p>Chief Human Resources Officer</p>	<p>Contracts that relate directly to the functions and responsibilities of Human Resources of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Employee management or personal consulting contracts approved in advance by the President not to exceed \$50,000;</li> <li>2. Executive search firm contracts approved in advance by the President not to exceed \$50,000; and</li> <li>3. Other contracts that relate directly to the functions and responsibilities of Human Resources, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>

<p>Chief Information Officer</p>	<p>Contracts that relate directly to the functions and responsibilities of Information Technology Services of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Agreements with affiliated entities;</li> <li>2. IT security;</li> <li>3. Telephony; and</li> <li>4. Sponsorship agreements approved by the President; and</li> <li>5. Other contracts that relate directly to the functions and responsibilities of Information Technology Services, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Vice President of Enrollment Management</p>	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of Enrollment Management of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Admission or student recruitment-related travel and events not to exceed \$25,000; and</li> <li>2. Other contracts that relate directly to the functions and responsibilities of the Vice President of Enrollment Management, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Vice President of Finance, Institutional Planning, and Analysis and Chief Financial Officer</p>	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of Finance, Institutional Planning, and Analysis and Chief Financial Officer of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Third-party financing agreements;</li> <li>2. Agreements with affiliated entities of the University; and</li> <li>3. Other contracts that relate directly to the functions and responsibilities of the Vice President of Finance, Institutional Planning, and Analysis and Chief Financial Officer, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Vice President and General Counsel</p>	<p>Contracts that relate directly to the functions and responsibilities of the Office of General Counsel of the following types and limitations:</p> <ol style="list-style-type: none"> <li>1. Contracts for retained counsel;</li> <li>2. Contracts for investigators or other experts approved in advance by the President;</li> </ol>

	<ol style="list-style-type: none"> <li>3. Settlement agreements as approved by the President; and</li> <li>4. Other contracts that relate directly to the functions and responsibilities of the Office of General Counsel, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Vice President of Intercollegiate Athletics</p>	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of Intercollegiate Athletics of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Athletic event contacts;</li> <li>2. Athletic event official contracts (referees, umpires, etc.);</li> <li>3. Coaching contracts approved by the President;</li> <li>4. Sponsorship agreements approved by the President; and</li> <li>5. Other contracts that relate directly to the functions and responsibilities of the Vice President of Intercollegiate Athletics, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Provost and Vice President of Academic Affairs</p>	<p>Contracts that relate directly to the functions of the Provost and Vice President of Academic Affairs of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Affiliation agreements;</li> <li>2. Internship agreements;</li> <li>3. Participation agreements which do not involve the exchange of money but only service in the community; and</li> <li>4. Other contracts that relate directly to the functions of the Provost and Vice President of Academic Affairs, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Deans</p>	<p>Contracts that relate directly to the functions of the dean's area of administration of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of the Provost, Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Affiliation agreements</li> <li>2. Internship agreements</li> <li>3. Participation agreements which do not involve the exchange of money but only service in the community</li> <li>4. Other contracts that relate directly to the functions of the dean's area of administration, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial</li> </ol>

	<p>obligation on the University such financial obligation shall not exceed \$10,000.</p>
<p>Associate Vice President of Global Initiatives and Executive Director of the Center of International Education</p>	<p>Contracts that relate directly to the functions and responsibilities Center for International Education of the following types and limitations provided that they have been approved in advance as to form by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Contracts that relate directly to the functions of the Center of International Education's area of administration, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Vice President of Student Affairs</p>	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of Student Affairs of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Speaker, honorarium and performance contracts for student educational, outreach, and entertainment events; and</li> <li>2. Other contracts that relate directly to the functions and responsibilities of the Division of Student Affairs, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<p>Assistant Vice President of Campus Health Services</p>	<ol style="list-style-type: none"> <li>1. The Northern Arizona Healthcare HSP 32 form that allows CHS employees to remotely access Cerner.</li> <li>2. Other forms that relate directly to the functions and responsibilities of the Assistant Vice President of Campus Health Services.</li> </ol>
<p>Chief Financial Officer of the NAU Foundation</p>	<p>Contracts that relate directly to the functions and responsibilities of the Chief Financial Officer of the NAU Foundation of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Catering for alumni events;</li> <li>2. Gift and grant agreements and related documents; and</li> <li>3. Other contracts that relate directly to the functions and responsibilities of the Chief Financial Officer of the NAU Foundation, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>

<p>Associate Vice President of Contracts, Purchasing, and Risk Management</p>	<p>Contracts and documents all types that relate directly to the normal functions, processes, and responsibilities of the Associate Vice President of Contracts, Purchasing, and Risk Management for transactions that have been approved by other relevant campus authorities and, as may be appropriate, as to form by the Office of General Counsel.</p>
<ul style="list-style-type: none"> <li>• Assistant Director for Contracts, Purchasing, and Risk Management</li> <li>• Contracts Administrator for Contracts, Purchasing, and Risk Management</li> <li>• Senior Buyer for Contracts, Purchasing and Risk Management</li> <li>• Manager for Contracts, Purchasing and Risk Management</li> </ul>	<p>Associate Vice President of Contracts, Purchasing, and Risk Management to define scope of signature authority within the same limitations and scope of signature authority of the Associate Vice President of Contracts, Purchasing, and Risk Management.</p>
<p>Vice President of Research</p>	<p>Contracts that relate directly to the functions and responsibilities of the Vice President of Research of the following types and limitations provided that they have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management as appropriate:</p> <ol style="list-style-type: none"> <li>1. Sponsored grant or project contract proposals and bids;</li> <li>2. Sponsored contracts;</li> <li>3. Subcontracts for collaborative research issues by the University for services under a sponsored prime contract;</li> <li>4. Material transfer agreements;</li> <li>5. Non-disclosure agreements; and</li> <li>6. Other contracts that relate directly to the functions and responsibilities of the Vice President of Research, provided that such other contracts are not sponsored grants or contracts and further provided that if such other contracts impose a financial obligation on the University such financial obligation shall not exceed \$10,000.</li> </ol>
<ul style="list-style-type: none"> <li>• Assistant Vice President of Sponsored Projects</li> <li>• Director of the Office of Sponsored Projects</li> </ul>	<p>Vice President of Research to define scope of signature authority within the same limitations and scope of signature authority of the Vice President of Research.</p>