

## AUTHORITY TO SIGN AGREEMENTS

To the Secretary to the Board of Trustees:

The following policy was adopted by the Western Michigan University Board of Trustees on January 18, 1980 and has not been rescinded.

1. Unless specifically exempted by other sections of this policy, no member of the University faculty, staff, or

Contract(s): A formal agreement between the University and an outside party, whether in the form of a formal contract, letter of intent, statement of work or purchase order. The Logistical Services (Purchasing) will sign all expenditure contracts, except as noted below.

Contracting Authority: Only certain employees are authorized to sign specific kinds of Contracts on behalf of the University. Contracting Authority is delegated from the President and/or the Vice President for Business and Finance as indicated in the chart below. ALL CONTRACTS MUST BE REVIEWED BY THE OFFICE OF LEGAL AFFAIRS, RISK AND COMPLIANCE UNLESS A TEMPLATE PRE-APPROVED BY THE OFFICE OF LEGAL AFFAIRS, RISK AND COMPLIANCE IS UTILIZED. Persons in positions on an interim basis have the same authority as an incumbent. Please see [www.wmich.edu/legal/contract](http://www.wmich.edu/legal/contract) for guidelines regarding contract administration.

Purchasing Authority: Purchasing Authority (as opposed to Contracting Authority) is based on the dollar amount of the procurement transaction and is indicated in the chart below. This is the dollar amount of authority to approve purchase requisitions, preferred vendor purchases, and PCard purchases. If you need to make a purchase that exceeds your authority, please direct the authorization request to the appropriate position that does have the appropriate purchasing authority limit. All methods of procurement must be approved by a person in the position authorized to commit the full dollar amount. Additionally, funding must be available to cover the cost of the purchase.



|   |   |        |
|---|---|--------|
| Academic Deans  | To sign: (1) contracts/purchases that fall within the purview of the dean's college; (2) School, College or Library related Non-Disclosure Agreements, Affiliation Agreements, Articulation Agreements and University to University Cooperation Agreements. | \$200K |
| Director, Academic Labor Relations                            | To sign: (1) all agreements reached with academic bargaining units.   | \$150K |
| Chief Information Officer                                     | To sign: (1) Technology Services contracts/purchases; (2) technology non-disclosure agreements.   | \$150K |
| Senior Director of International Student and Scholar Services | To sign: (1) all petitions and required reporting forms related to immigration matters.   | \$100K |

Associate Provost for Haenicke Institute for Global Education

To sign: (1) all petitions and required reporting forms related to n4(e)11 (por)1 (l)3keW n(t)keW n(t)keW n(t)6.7 (9.4 3o6.6 6.7 (nq2m6 (11 (por)1





Legal Affairs, Risk and Compliance

Position

Contracting Authority and Purchasing Authority

Level of  
Authority

|  |  |        |
|--|--|--------|
| Director and Assistant Director<br>Technology and Innovation Advancement | To sign: (1) all Office of Research Administration Material Transfer Agreements and Non-Disclosure Agreements; (2) data transfer and use agreements; (3) master services agreements; (4) license agreements related to a research project or contract. | \$150K |
|--|--|--------|

Associate Director Pre-

|  |  |        |
|--|--|--------|
| Associate Vice President for Advancement and Foundation Administration | To sign: (1) contracts/purchases that fall within the purview of University Advancement. | \$150K |
|  |  |        |