

DELEGATION OF CONTRACT SIGNING AUTHORITY WITHIN BOARD OF TRUSTEES APPROVED POLICY

TITLE	DEPARTMENT	SIGNING AUTHORITY SCOPE
Vice President – Diversity and Inclusion and Strategy <i>(President’s Council Member)</i>	Diversity and Inclusion	University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$25,000 for expenditures within university policies.
Provost and Vice President for Academic Affairs <i>(President’s Council Member)</i>	Academic Affairs	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$25,000 for expenditures within university policies. • Grant requests not to exceed \$250,000 provided the grant request does not require a match greater than \$100,000. • Academic partnership and articulation agreements after review by General Counsel’s Office.
Vice President - Student Affairs <i>(President’s Council Member)</i>	Student Affairs	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$25,000 for expenditures within university policies. • Entertainment contracts less than \$150,000.
Vice President and General Counsel <i>(President’s Council Member)</i>	Governmental Relations and General Counsel	University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$25,000 for expenditures within university policies.
Vice President – University Advancement & Marketing <i>(President’s Council Member)</i>	University Advancement & Marketing	University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$25,000 for expenditures within university policies.
Associate Provost	Academic Affairs	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$20,000 for expenditures within university policies after consultation with the Provost. • Third Party Recruiter (TPR) agreements (agreements with international agents or consultants to recruit students for Ferris in their countries).
Academic Deans	College of Business College of Engineering & Technology Michigan College of Optometry College of Arts, Sciences & Education College of Health Professionals College of Pharmacy Retention/Student Success	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with the Provost. • University Standard and Non-Standard Affiliation Agreements for the College after review by the General Counsel’s office or SHERM.

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Dean of FLITE	FLITE	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with the Provost. • Library acquisitions related contracts for subscription renewals up to \$50,000.
Dean of Extended & International Operations	Extended and International Operations	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President. • University Standard and Non-Standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM. • Standard customer contracts where EIO is the service provider up to \$50,000. • Agreements up to \$10,000 specific for educational/event related agreements using grant monies from the Career and Technical Education Grant.
Dean of Enrollment Services	Student Affairs Enrollment Services	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President. • University Standard and Non-Standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM
Dean of Student Life	Student Affairs Student Life	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President. • Entertainment contracts less than \$100,000 for expenditures within university policies after consultation with divisional Vice President.
Director for Center of Student Leadership & Activities (including Career Services)	Student Leadership Student Life Career Life	Entertainment contracts for programming associated with Student Organizations not to exceed \$75,000 for expenditures within university policies after consultation with divisional Vice President.
Associate Vice President	Finance	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$25,000 for expenditures within university policies after consultation with divisional Vice President. • Vendor authored contracts up to \$25,000. • Grants and Contracts in the absence of the VP A&F. • Charter school state aid agreements. • Raffle or 50/50 license applications.

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Associate Vice President	Physical Plant	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President. • Capital project change orders under \$25,000.
Associate Vice President	Auxiliary Operations	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.
Associate Vice President	Human Resources	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.
Associate Vice President	Information Technology Services	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$20,000 for expenditures within university policies after consultation with divisional Vice President. • Software and software maintenance agreements not to exceed \$20,000.
Associate Vice President	University Advancement & Marketing	<ul style="list-style-type: none"> • University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President. • Advertising or sponsorship agreements up to \$10,000.
Associate Vice President / Executive Director	Ferris Foundation	University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.
Director	Office of Research and Sponsored Programs (ORSP)	Grant requests for amounts not to exceed \$250,000 as long as the matching requirements do not exceed \$100,000. This authority does not extend to grant awards.
Manager – Student Employment	Student Employment & Career Services	Federal Community Service Work Study contracts/schedules up to \$10,000.
Administrator	Board of Trustees	FSU Board of Trustees related expenses and those expenses specifically authorized by the President.
ALL ACCOUNT MANAGERS	All University Departments	Facility and banquet contracts signed by appropriate account manager up to \$10,000. Such contracts with insurance and/or risk management language should be reviewed in advance by SHERM.

Guiding Principles:

- If contracts are signed within the departments, a copy of all contracts must be forwarded to Purchasing once they are fully executed. The original stays with the requesting department and Purchasing keeps a copy for record keeping.
- If a Purchase Order is used to order and pay for the services/goods, the contract must be included as back-up documentation to the requisition.
- Please reference the Purchasing Policy and related flow chart to ensure all Board of Trustee policies are followed.