

**DELEGATION OF CONTRACT SIGNING AUTHORITY WITHIN  
BOARD OF TRUSTEES APPROVED POLICY**

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

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

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| Associate Vice President                      | Facilities Management                            | <ul style="list-style-type: none"> <li>• University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.</li> <li>• Capital project change orders under \$25,000.</li> </ul>   |
| Associate Vice President                      | Auxiliary Operations                             | <ul style="list-style-type: none"> <li>• University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.</li> </ul>  |
| Associate Vice President                      | Human Resources                                  | <ul style="list-style-type: none"> <li>• University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.</li> </ul>  |
| Associate Vice President                      | Information Technology Services                  | <ul style="list-style-type: none"> <li>• University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$20,000 for expenditures within university policies after consultation with divisional Vice President.</li> <li>• Software and software maintenance agreements not to exceed \$20,000.</li> </ul>  |
| Athletic Director                             | Athletics  | <ul style="list-style-type: none"> <li>• University Standard Vendor Agreements and Independent Contract or Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.</li> <li>• Corporate sponsorship agreements up to \$50,000.</li> <li>• Travel Agreements up to \$10,000</li> <li>• Game guarantee contracts up to \$50,000.</li> </ul> |
| Associate Vice President                      | University Advancement & Marketing               | <ul style="list-style-type: none"> <li>• University Standard Vendor Agreements and Independent Contractor Agreements not to exceed \$10,000 for expenditures within university policies after consultation with divisional Vice President.</li> <li>• Advertising or sponsorship agreements up to \$10,000.</li> </ul>   |
| 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.   |
| Assistant Director of Financial Aid           | Financial Aid                                    | Federal Community Service Work Study contracts/schedules up to \$10,000.   |

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| 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.   |
| Kendall College of Art & Design<br>Dean of Academic Affairs                                  | Academic Affairs           | <ul style="list-style-type: none"> <li>University Standard Vendor Agreements, University Standard Independent Contractor Agreements, University Standard Exhibit Agreements, University Standard Guest Agreements, Catering Requests not to exceed \$1,000 for expenditures within university policies after consultation with the President of KCAD.</li> </ul> |
| Kendall College of Art & Design<br>Director of Student Engagement                            | Student Engagement         | <ul style="list-style-type: none"> <li>University Standard Vendor Agreements, University Standard Independent Contractor Agreements, University Standard Exhibit Agreements, University Standard Guest Agreements, Catering Requests not to exceed \$2,500 for expenditures within university policies after consultation with the President of KCAD.</li> </ul> |
| Kendall College of Art & Design<br>Assistant Director of Admissions<br>Services              | Admissions                 | <ul style="list-style-type: none"> <li>University Standard Vendor Agreements, University Standard Independent Contractor Agreements, Catering Requests not to exceed \$1,000 for expenditures within university policies after consultation with the President of KCAD.</li> </ul>   |
| Kendall College of Art & Design<br>Coordinator of Content<br>Coordinator of Marketing and PR | Communications             | <ul style="list-style-type: none"> <li>University Standard Vendor Agreements, University Standard Independent Contractor Agreements, University Standard Exhibit Agreements, University Standard Guest Agreements, not to exceed \$1,000 for expenditures within university policies after consultation with the President of KCAD.</li> </ul>                   |

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.