

Contracts Signature Authority Table

Use this table to find the appropriate Contract Signature Authority Matrix Table Number based on Contract Type, and Division. Once identified, open the corresponding Contracts Signature Authority Matrix with the same number below. Each Contract Signature Authority Matrix outlines the agreements each role is authorized to sign, along with the associated levels and dollar limits.

Divisions/ Offices	Office of the President (OP)	Office of General Counsel (OGC)	Academic Affairs (AA)	Alumni Relations & Development (AR&D)	Enrollment Management (EM)	Finance & Administration (FA)	Strategic Communication & Marketing (SCM)	Student Affairs (SA)	People, Culture & Community (PC&C)
Contract Types <i>(All contracts in excess of \$100,000 must be signed by President, VPFA or Designee. CIO must sign all contracts for technology, hardware, software or data sharing)</i>	Contracts Signature Authority Matrix Table Number								
University Procurement Contract Templates	1	1	3	1	3	2	1	3	1
University Non-Procurement Contract Templates	4	4	6	4	6	5	4	6	4
Outside/ Third Party Procurement Contracts	7	7	9	7	9	8	7	9	7
Outside/ Third Party Non-Procurement Contracts	10	10	12	10	12	11	10	12	10
Software, Hardware, Technology and Data Sharing Contracts <i>(In excess of \$100K, must also be signed by President, VPFA, or Designee.)</i>	13	-	-	-	-	13	-	-	-

Contracts Signature Authority Matrix 1

Divisions/ Offices	Office of the President (OP)					Office of General Counsel (OGC)	People, Culture & Community (PC&C)	Strategic Communication & Marketing (SCM)	Alumni Relations & Development (AR&D)		
	President	Chief of Staff/ Executive Director	Sr. Director University Events & Protocol	Chief Investment Officer	General Counsel	Vice President of People, Culture & Community	Chief Human Resources Officer	Vice President for Strategic Communication and Marketing	Assistant VP for Strategic Communication and Marketing	Vice President for Alumni Relations & Development	Assistant Vice President for Alumni Relations & Development
Department Unit / School	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
Contract Agreements/ Documents Type	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
AIA Architect, AIA Construction (Various Types)	4	1			1						
Art Exhibition Agreement (Exhibitor Insured & Lender Insured)	4	1			1	3		3	2	3	2
Asset Disposition Agreement	4	1			1	3		3	2	3	2
Catering Agreement, Charter Bus Agreement & Entertainment/ Performance Agreements	4	1	1	2	1	3	2	3	2	3	2
Consulting Agreement (One-Time)	4	1	1	2	1	3	2	3	2	3	2
Consulting Services: Mater Service Agreement/ Statement of Work to Master Service Agreement	4	1	1	2	1	3	2	3	2	3	2
Facilities Services: Master Service Agreement/ Statement of Work to Master Service Agreement	4	1			1						
Facility Use Agreement - Food Vendors	4	1	1	2	1	3	2	3	2	3	2
Freelancer: Master Service Agreement/ Statement of Work to Master Service Agreement	4	1	1	2	1	3	2	3	2	3	2
Independent Contractor Agreement	4	1	1	2	1	3	2	3	2	3	2
Internship Agreement (Paid)	4	1		2	1	3	2	3	2	3	2
Managed Security Services Provider Master Service Agreement	4	1			1						
Settlement Agreement	4	1			1						
Speaking Agreement: In-Person/ Via Video Conference	4	1	1	2	1	3	2	3	2	3	2
Staffing Services: Master Service Agreement/ Statement of Work to Master Service Agreement	4	1		2	1	3	2	3	2	3	2
Student Org License Agreement: In-Person Services (RSOs)/ Virtual Services (RSOs)	4	1			1						
Student Org Master License Agreement (RSOs)	4	1			1	3		3	2	3	2
Statement of Work to Student Organization Master License Agreement	4	1			1						
Tabling Vendor Agreement	4	1	1	2	1	3	2	3	2	3	2
Tiger Network Streaming Services Agreement Exhibit A	4	1		2	1	3	2	3	2	3	2
Vendor Service: Master Service Agreement/ Statement of Work to Master Service Agreement	4	1	1	2	1	3	2	3	2	3	2
Vendor Low-Risk Service: Master Service Agreement/ Statement of Work to Master Service	4	1	1	2	1	3	2	3	2	3	2

Authorization Amount Limits

- University Level
- Division/ Offices Level
- Department Level
- No Authorization Level

Levels of Authorization

- 1 Tier 1: Up to \$25,000
- 2 Tier 2: Up to \$50,000
- 3 Tier 3: Up to \$100,000
- 4 Tier 4: Over \$100,000
- No Authorization Amount

Contracts Signature Authority Matrix 2

Divisions/ Offices	Finance & Administration (FA)														
Roles and Responsibilities	Vice President for FA	Associate Vice President for FA	Assistant Vice President for Public Safety & Enterprise Risk Management	Chief Information Officer	Controller	Sr. Director of Facilities Services	Associate Director of Facilities Services	Campus Architect	Construction Project Manager	Sr. Director of Conferences & Special Programs	Director of Laurie Auditorium	Director for Risk Management and Insurance	Associate Director for Risk Management & Insurance	Risk Management Assistant	
Department Unit / School	FA	FA	Enterprise Risk Management (ERM)	Information Technology Services (ITS)	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	
Contract Agreements/ Documents Type	FA	FA	ERM	ITS	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	ERM	ERM	ERM	
ALA Architect	4	4				3	2	2				1	1		
ALA Construction (Various Types)	4	4				3	2	2	2			1	1		
Art Exhibition Agreement (Exhibitor Insured & Lender Insured)	4	4										1	1		
Asset Disposition Agreement	4	4		3	1							1	1		
Catering Agreement, Charter Bus Agreement & Entertainment/ Performance Agreement	4	4	3	3	1							1	1		
Consulting Agreement (One-Time)	4	4	3	3	1	3	2	2	2			1	1		
Consulting Services: Master Service Agreement/ Statement of Work to Master Service Agreement	4	4	3	3	1	3	2	2	2			1	1		
Facilities Services: Master Service Agreement/ Statement of Work to Master Service Agreement	4	4				3	2	2	2			1	1		
Facility Use Agreement: Food Vendors	4	4	3	3	1							1	1		
Freelancer: Master Service Agreement, Statement of Work to Master Service Agreement	4	4	3	3	1							1	1		
Independent Contractor Agreement	4	4	3	3	1							1	1		
Internship Agreement (Paid)	4	4	3	3	1							1	1		
Managed Security Services Provider Master Service Agreement	4	4		3								1	1		
Settlement Agreement	4	4										1	1		
Speaking Agreement: In-Person/ via Video Conference	4	4	3	3	1							1	1	1	
Staffing: Services Master Service Agreement/ Statement of Work to Master Service Agreement	4	4	3	3	1							1	1		
Student Org: License Agreement for In-Person Services (RSOs)/ Virtual Services (RSOs)	4	4										1	1		
Student Org: Master License Agreement (RSOs)/ Statement of Work to Master License Agreement	4	4										1	1		
Tabling Vendor Agreement	4	4	3	3	1							1	1		
Tiger Network Streaming Services Agreement Exhibit A	4	4	3	3	1							1	1		
Vendor: Master Service Agreement/ Statement of Work to Master Service Agreement	4	4	3	3	1							1	1		
Vendor Low-Risk: Master Service Agreement/ Statement of Work to Master Service Agreement	4	4	3	3	1							1	1		

Authorization Amount Limits	
	University Level
	Division/ Offices Level
	Department Level
	No Authorization Level

Levels of Authorization	
1	Tier 1: Up to \$25,000
2	Tier 2: Up to \$50,000
3	Tier 3: Up to \$100,000
4	Tier 4: Over \$100,000
	No Authorization Amount

Contracts Signature Authority Matrix 3

Divisions/ Offices	Academic Affairs (AA)									Student Affairs (SA)			Enrollment Management (EM)			
Roles and Responsibilities	<i>Provost/ Vice President for AA</i>	<i>Vice Provost</i>	<i>Associate Provost</i>	<i>Dean: School of Arts and Humanities</i>	<i>Dean: School of Science, Engineering and Mathematics</i>	<i>Dean: Nieldorff School of Business</i>	<i>Dean: School of Social Science & Civic Engagement</i>	<i>Dean of the Library</i>	<i>Vice President for Student Affairs</i>	<i>Interim Associate Vice President/ Dean of Students</i>	<i>University Chaplain</i>	<i>Vice President of Enrollment Management</i>	<i>Associate Vice President & Director of Athletics</i>	<i>Dean of Admissions</i>	<i>Dean of Enrollment Strategy and Planning</i>	
Department Unit / School	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Nieldorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning	
Contract Agreements/ Documents Type	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Nieldorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning	
AIA Architect & AIA Construction (Various Types)																
Art Exhibition Agreement (Exhibitor Insured & Lender Insured)	3	3	3	2				2	3	1						
Asset Disposition Agreement	3	3	3						3	1		3				
Catering Agreement, Charter Bus Agreement, & Entertainment/ Performance Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Consulting Agreement (One-Time)	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Consulting Services: Master Service Agreement & Statement of Work to Master Service Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Facilities Services: Master Service Agreement/ Statement of Work to Master Service Agreement																
Facility Use Agreement - Food Vendors	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Freelancer: Master Service Agreement/ Statement of Work to Master Service Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Independent Contractor Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Internship Agreement (Paid)	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Managed Security Services Provider Master Service Agreement																
Settlement Agreement	3	3	3													
Speaking Agreement: In-Person/ via Video Conference	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Staffing Services: Master Service Agreement/ Statement of Work to Master Service Agreement	3	3	3						3	1		3	3	1	1	
Student Org License Agreement for In-Person Services (RSOs)/ Virtual Services (RSOs)									3	1						
Student Org: Master License Agreement (RSOs)	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Statement of Work to Student Org MLA									3	1						
Tabling Vendor Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Tiger Network Streaming Services Agreement Exhibit A	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Vendor: Master Service Agreement/ Statement of Work to Master Service Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	
Vendor Low-Risk: Master Service Agreement/ Statement of Work to Master Service Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	

Authorization Amount Limits

- University Level
- Division/ Offices Level
- Department Level
- No Authorization Level

Levels of Authorization

- 1 Tier 1: Up to \$25,000
- 2 Tier 2: Up to \$50,000
- 3 Tier 3: Up to \$100,000
- 4 Tier 4: Over \$100,000
- No Authorization Amount

Contracts Signature Authority Matrix 4

Divisions/ Offices	Office of the President (OP)				Office of General Counsel (OGC)	People, Culture & Community (PC&C)		Strategic Communication & Marketing (SCM)		Alumni Relations & Development (AR&D)	
Roles and Responsibilities	<i>President</i>	<i>Chief of Staff/ Executive Director</i>	<i>Sr. Director University Events & Protocol</i>	<i>Chief Investment Officer</i>	<i>General Counsel</i>	<i>Vice President of People, Culture & Community</i>	<i>Chief Human Resources Officer</i>	<i>Vice President for Strategic Communication and Marketing</i>	<i>Assistant VP for Strategic Communication and Marketing</i>	<i>Vice President for Alumni Relations & Development</i>	<i>Assistant Vice President for Alumni Relations & Development</i>
Department Unit / School	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
Contract Agreements/ Documents Type	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
Business Associate Agreement	4	1		2	1	3	2	3	2	3	2
Confidentiality/NDA Agreement	4	1		2	1	3	2	3	2	3	2
Facility Use Agreement - Conference Services (One-Time Event)	4	1			1						
Facility Use Agreement - Conference Services Overnight)	4	1			1						
Facility Use Agreement - Laurie Auditorium	4	1			1						
Facility Use Agreement - Parker Chapel	4	1			1						
Internship Agreement (Unpaid)	4	1		2	1	3	2	3	2	3	2
Memorandum of Understanding (MoU) - International Affiliation	4	1			1	3	2	3	2	3	2
Publishing Agreement (TU Press)	4	1			1						
Sponsorship Agreement	4	1		2	1	3	2	3	2	3	2
Sr. Design Project Agreement	4	1			1						
Student Org Acknowledgement for Partisan Events	4	1			1	3		3	2	3	2
Trademark License Agreement	4	1			1	3		3	2	3	2
Valet Parking Addendum	4	1	1	2	1	3	2	3	2	3	2

Authorization Amount Limits	
	University Level
	Division/ Offices Level
	Department Level
	No Authorization Level

Levels of Authorization	
1	Tier 1: Up to \$25,000
2	Tier 2: Up to \$50,000
3	Tier 3: Up to \$100,000
4	Tier 4: Over \$100,000
	No Authorization Amount

Contracts Signature Authority Matrix 5

Divisions/ Offices	Finance & Administration (FA)													
Roles and Responsibilities	<i>Vice President for FA</i>	<i>Associate Vice President for FA</i>	<i>Assistant Vice President for Public Safety & Enterprise Risk Management</i>	<i>Chief Information Officer</i>	<i>Controller</i>	<i>Sr. Director of Facilities Services</i>	<i>Associate Director of Facilities Services</i>	<i>Campus Architect</i>	<i>Construction Project Manager</i>	<i>Sr. Director of Conferences & Special Programs</i>	<i>Director of Laurie Auditorium</i>	<i>Director for Risk Management and Insurance</i>	<i>Associate Director for Risk Management & Insurance</i>	<i>Risk Management Assistant</i>
Department Unit / School	FA	FA	Enterprise Risk Management (ERM)	Information Technology Services (ITS)	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)
Contract Agreements/ Documents Type	FA	FA	Enterprise Risk Management (ERM)	Information Technology Services (ITS)	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)
Business Associate Agreement	4	4	3	3	1							1	1	
Confidentiality/NDA Agreement	4	4	3	3	1							1	1	
Facility Use Agreement - Conference Services (One-Time Event)	4	4								2		1	1	
Facility Use Agreement - Conference Services Overnight)	4	4								2		1	1	
Facility Use Agreement - Laurie Auditorium	4	4									1	1	1	
Facility Use Agreement - Parker Chapel	4	4										1	1	
Internship Agreement (Unpaid)	4	4	3	3	1							1	1	
Memorandum of Understanding (MoU) - International Affiliation	4	4										1	1	
Publishing Agreement (TU Press)	4	4										1	1	
Sponsorship Agreement	4	4	3	3	1							1	1	
Sr. Design Project Agreement	4	4										1	1	
Student Org Acknowledgement for Partisan Events	4	4										1	1	
Trademark License Agreement	4	4										1	1	
Valet Parking Addendum	4	4	3	3	1							1	1	

Authorization Amount Limits

- University Level
- Division/ Offices Level
- Department Level
- No Authorization Level

Levels of Authorization

- 1 Tier 1: Up to \$25,000
- 2 Tier 2: Up to \$50,000
- 3 Tier 3: Up to \$100,000
- 4 Tier 4: Over \$100,000
- No Authorization Amount

Contracts Signature Authority Matrix 6

Divisions/ Offices	Academic Affairs (AA)								Student Affairs (SA)			Enrollment Management (EM)			
Roles and Responsibilities	<i>Provost/ Vice President for AA</i>	<i>Vice Provost</i>	<i>Associate Provost</i>	<i>Dean: School of Arts and Humanities</i>	<i>Dean: School of Sciences, Engineering and Mathematics</i>	<i>Dean: Niedorff School of Business</i>	<i>Dean: School of Social Science & Civic Engagement</i>	<i>Dean of the Library</i>	<i>Vice President for Student Affairs</i>	<i>Interim Associate Vice President/ Dean of Students</i>	<i>University Chaplain</i>	<i>Vice President of Enrollment Management</i>	<i>Associate Vice President & Director of Athletics</i>	<i>Dean of Admissions</i>	<i>Dean of Enrollment Strategy and Planning</i>
Department Unit / School	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Niedorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning
Contract Agreements/ Documents Type	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Niedorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning
Business Associate Agreement	3	3	3						3	1		3			
Confidentiality/NDA Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Facility Use Agreement - Conference Services (One-Time Event)															
Facility Use Agreement - Conference Services Overnight)															
Facility Use Agreement - Laurie Auditorium															
Facility Use Agreement - Parker Chapel									3	1	3				
Internship Agreement (Unpaid)	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Memorandum of Understanding (MoU) - International Affiliation	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Publishing Agreement (TU Press)	3	3	3												
Sponsorship Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Sr. Design Project Agreement	3	3	3	2	2	2	2	2							
Student Org Acknowledgement for Partisan Events	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Trademark License Agreement	3	3	3						3	1		3	3		
Valet Parking Addendum	3	3	3	2	2	2	2	2	3	1		3	3	1	1

Authorization Amount Limits	
	University Level
	Division/ Offices Level
	Department Level
	No Authorization Level

Levels of Authorization	
1	Tier 1: Up to \$25,000
2	Tier 2: Up to \$50,000
3	Tier 3: Up to \$100,000
4	Tier 4: Over \$100,000
	No Authorization Amount

Contracts Signature Authority Matrix 7

Divisions/ Offices	Office of the President (OP)				Office of General Counsel (OGC)	People, Culture & Community (PC&C)	Strategic Communication & Marketing (SCM)	Alumni Relations & Development (AR&D)			
Roles and Responsibilities	President	Chief of Staff/ Executive Director	Sr. Director/ University Events & Protocol	Chief Investment Officer	General Counsel	Vice President of People, Culture & Community	Chief Human Resources Officer	Vice President for Strategic Communication and Marketing	Assistant VP for Strategic Communication and Marketing	Vice President for Alumni Relations & Development	Assistant Vice President for Alumni Relations & Development
Department Unit / School	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
Contract Agreements/ Documents Type	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
Abroad Agreements (Outgoing)	4	1			1						
Abroad Agreements (Incoming)	4	1			1						
Catering Agreement	4	1		2	1	3	2	3	2	3	2
Charter Bus Agreement	4	1		2	1	3	2	3	2	3	2
Consulting Agreement	4	1		2	1	3	2	3	2	3	2
Entertainment/Performance	4	1		2	1	3	2	3	2	3	2
Exchange Agreement	4	1			1						
Freelancer Agreement	4	1		2	1	3	2	3	2	3	2
Grant	4	1		2	1	3	2	3	2	3	2
Hotel Room Block Agreement	4	1		2	1	3	2	3	2	3	2
Hotel Corporate Rate Agreement	4	1		2	1	3	2	3	2	3	2
Independent Contractor Agreement	4	1		2	1	3	2	3	2	3	2
Lease Agreement	4	1		2	1	3	2	3	2	3	2
License Agreement (Non-Software)	4	1		2	1	3	2	3	2	3	2
Restaurant/Catering Agreement	4	1		2	1	3	2	3	2	3	2
Service/Maintenance Agreement	4	1		2	1	3	2	3	2	3	2
Statement of Work Agreement	4	1		2	1	3	2	3	2	3	2
Speaking Agreement	4	1		2	1	3	2	3	2	3	2
Staffing/Search Firm Agreement	4	1		2	1	3	2	3	2	3	2
Vendor Agreement	4	1		2	1	3	2	3	2	3	2

Authorization Amount Limits	
	University Level
	Division/ Offices Level
	Department Level
	No Authorization Level

Levels of Authorization	
1	Tier 1: Up to \$25,000
2	Tier 2: Up to \$50,000
3	Tier 3: Up to \$100,000
4	Tier 4: Over \$100,000
	No Authorization Amount

Contracts Signature Authority Matrix 8

Divisions/ Offices	Finance & Administration (FA)													
Roles and Responsibilities	Vice President for FA	Associate Vice President for FA	Assistant Vice President for Public Safety & Enterprise Risk Management	Chief Information Officer	Controller	Sr. Director of Facilities Services	Associate Director of Facilities Services	Campus Architect	Construction Project Manager	Sr. Director of Conferences & Special Programs	Director of Laurie Auditorium	Director for Risk Management and Insurance	Associate Director for Risk Management & Insurance	Risk Management Assistant
Department Unit / School	FA	FA	Enterprise Risk Management (ERM)	Information Technology Services (ITS)	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)
Contract Agreements/ Documents Type	FA	FA	Enterprise Risk Management (ERM)	Information Technology Services (ITS)	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)
Abroad Agreements (Outgoing)	4	4										1	1	
Abroad Agreements (Incoming)	4	4										1	1	
Catering Agreement	4	4	3	3	1							1	1	
Charter Bus Agreement	4	4	3	3	1							1	1	
Consulting Agreement	4	4	3	3	1							1	1	
Entertainment/Performance	4	4	3	3	1							1	1	
Exchange Agreement	4	4										1	1	
Freelancer Agreement	4	4	3	3	1							1	1	
Grant	4	4	3	3	1							1	1	
Hotel Room Block Agreement	4	4	3	3	1							1	1	1
Hotel Corporate Rate Agreement	4	4	3	3	1							1	1	1
Independent Contractor Agreement	4	4	3	3	1							1	1	
Lease Agreement	4	4	3	3	1							1	1	
License Agreement (Non-Software)	4	4	3	3	1							1	1	
Restaurant/Catering Agreement	4	4	3	3	1							1	1	1
Service/Maintenance Agreement	4	4	3	3	1							1	1	
Statement of Work Agreement	4	4	3	3	1							1	1	
Speaking Agreement	4	4	3	3	1							1	1	
Staffing/Search Firm Agreement	4	4	3	3	1							1	1	
Vendor Agreement	4	4	3	3	1							1	1	

Authorization Amount Limits

- University Level
- Division/ Offices Level
- Department Level
- No Authorization Level

Levels of Authorization

- 1 Tier 1: Up to \$25,000
- 2 Tier 2: Up to \$50,000
- 3 Tier 3: Up to \$100,000
- 4 Tier 4: Over \$100,000
- No Authorization Amount

Contracts Signature Authority Matrix 9

Divisions/ Offices	Academic Affairs (AA)								Student Affairs (SA)			Enrollment Management (EM)			
Roles and Responsibilities	Provost/ Vice President for AA	Vice Provost	Associate Provost	Dean: School of Arts and Humanities	Dean: School of Science, Engineering and Mathematics	Dean: Niedorff School of Business	Dean: School of Social Science & Civic Engagement	Dean of the Library	Vice President for Student Affairs	Interim Associate Vice President/Dean of Students	University Chaplain	Vice President of Enrollment Management	Associate Vice President & Director of Athletics	Dean of Admissions	Dean of Enrollment Strategy and Planning
Department Unit / School	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Niedorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning
Contract Agreements/ Documents Type	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Niedorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning
Abroad Agreements (Outgoing)	3	3	3	2	2	2	2	2							
Abroad Agreements (Incoming)	3	3	3	2	2	2	2	2							
Catering Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Charter Bus Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Consulting Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Entertainment/Performance	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Exchange Agreement	3	3	3												
Freelancer Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Grant	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Hotel Room Block Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Hotel Corporate Rate Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Independent Contractor Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Lease Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
License Agreement (Non-Software)	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Restaurant/Catering Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Service/Maintenance Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Statement of Work Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Speaking Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Staffing/Search Firm Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Vendor Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1

Authorization Amount Limits	
	University Level
	Division/ Offices Level
	Department Level
	No Authorization Level

Levels of Authorization	
1	Tier 1: Up to \$25,000
2	Tier 2: Up to \$50,000
3	Tier 3: Up to \$100,000
4	Tier 4: Over \$100,000
	No Authorization Amount

Contracts Signature Authority Matrix 10

Divisions/ Offices	Office of the President (OP)				Office of General Counsel (OGC)	People, Culture & Community (PC&C)		Strategic Communication & Marketing (SCM)		Alumni Relations & Development (AR&D)	
Roles and Responsibilities	President	Chief of Staff/ Executive Director	Sr. Director University Events & Protocol	Chief Investment Officer	General Counsel	Vice President of People, Culture & Community	Chief Human Resources Officer	Vice President for Strategic Communication and Marketing	Assistant VP for Strategic Communication and Marketing	Vice President for Alumni Relations & Development	Assistant Vice President for Alumni Relations & Development
Department Unit / School	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
Contract Agreements/ Documents Type	OP	OP	OP	Investment Office	OGC	PC&C	Human Resources (HR)	SCM	SCM	AR&D	AR&D
Art Exhibition Agreement	4	1		2	1	3	2	3	2	3	2
Addendum	4	1		2	1	3	2	3	2	3	2
Affiliation Agreement	4	1			1	3		3	2	3	2
Business Associate Agreement	4	1		2	1	3	2	3	2	3	2
Confidentiality/Non-Disclosure Agreement	4	1		2	1	3	2	3	2	3	2
Engagement Letter	4	1		2	1	3	2	3	2	3	2
Health Plan/Insurance Agreement	4	1			1	3	2				
Internship Agreement	4	1		2	1	3	2	3	2	3	2
Land Use Agreement	4	1		2	1	3	2	3	2	3	2
Memorandum of Agreement (MoA)/ Memorandum of Understanding (MoU)	4	1			1	3		3	2	3	2
Publishing Agreement	4	1			1	3		3	2	3	2
Research Agreement	4	1			1	3		3	2	3	2
Terms and Conditions	4	1		2	1	3	2	3	2	3	2
Trademark License Agreement	4	1			1	3		3	2	3	2
Other Agreements	4	1		2	1	3	2	3	2	3	2

Authorization Amount Limits	
	University Level
	Division/ Offices Level
	Department Level
	No Authorization Level

Levels of Authorization	
1	Tier 1: Up to \$25,000
2	Tier 2: Up to \$50,000
3	Tier 3: Up to \$100,000
4	Tier 4: Over \$100,000
	No Authorization Amount

Contracts Signature Authority Matrix 11

Divisions/ Offices	Finance & Administration (FA)													
Roles and Responsibilities	<i>Vice President for FA</i>	<i>Associate Vice President for FA</i>	<i>Assistant Vice President for Public Safety & Enterprise Risk Management</i>	<i>Chief Information Officer</i>	<i>Controller</i>	<i>Sr. Director of Facilities Services</i>	<i>Associate Director of Facilities Services</i>	<i>Campus Architect</i>	<i>Construction Project Manager</i>	<i>Sr. Director of Conferences & Special Programs</i>	<i>Director of Laurie Auditorium</i>	<i>Director for Risk Management and Insurance</i>	<i>Associate Director for Risk Management & Insurance</i>	<i>Risk Management Assistant</i>
Department Unit / School	FA	FA	Enterprise Risk Management (ERM)	Information Technology Services (ITS)	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)
Contract Agreements/ Documents Type	FA	FA	Enterprise Risk Management (ERM)	Information Technology Services (ITS)	Business Office	Facilities Services	Facilities Services	Facilities Services	Facilities Services	Conference Services	Laurie Auditorium	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)	Enterprise Risk Management (ERM)
Art Exhibition Agreement	4	4	3	3	1							1	1	
Addendum	4	4	3	3	1							1	1	
Affiliation Agreement	4	4										1	1	
Business Associate Agreement	4	4	3	3	1							1	1	
Confidentiality/Non-Disclosure Agreement	4	4	3	3	1							1	1	
Engagement Letter	4	4	3	3	1							1	1	
Health Plan/Insurance Agreement	4	4										1	1	
Internship Agreement	4	4	3	3	1							1	1	
Land Use Agreement	4	4	3	3	1							1	1	1
Memorandum of Agreement (MoA)/ Memorandum of Understanding (MoU)	4	4										1	1	
Publishing Agreement	4	4										1	1	
Research Agreement	4	4										1	1	
Terms and Conditions	4	4	3	3	1							1	1	
Trademark License Agreement	4	4										1	1	
Other Agreements	4	4	3	3	1							1	1	1

Authorization Amount Limits	
	University Level
	Division/ Offices Level
	Department Level
	No Authorization Level

Levels of Authorization	
1	Tier 1: Up to \$25,000
2	Tier 2: Up to \$50,000
3	Tier 3: Up to \$100,000
4	Tier 4: Over \$100,000
	No Authorization Amount

Contracts Signature Authority Matrix 12

Divisions/ Offices	Academic Affairs (AA)								Student Affairs (SA)			Enrollment Management (EM)			
Roles and Responsibilities	<i>Provost/ Vice President for AA</i>	<i>Vice Provost</i>	<i>Associate Provost</i>	<i>Dean: School of Arts and Humanities</i>	<i>Dean: School of Science, Engineering and Mathematics</i>	<i>Dean: Niedorff School of Business</i>	<i>Dean: School of Social Science & Civic Engagement</i>	<i>Dean of the Library</i>	<i>Vice President for Student Affairs</i>	<i>Interim Associate Vice President/ Dean of Students</i>	<i>University Chaplain</i>	<i>Vice President of Enrollment Management</i>	<i>Associate Vice President & Director of Athletics</i>	<i>Dean of Admissions</i>	<i>Dean of Enrollment Strategy and Planning</i>
Department Unit / School	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Niedorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning
Contract Agreements/ Documents Type	AA	AA	AA	School of Arts and Humanities	School of Science, Eng., & Math	Niedorff School of Business	School of Social Science & Civic Engagement	Library	SA	SA	Parker Chapel	EM	Athletics	Admissions	Enrollment Strategy & Planning
Art Exhibition Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Addendum	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Affiliation Agreement	3	3	3						3	1		3	3		
Business Associate Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Confidentiality/Non-Disclosure Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Engagement Letter	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Health Plan/Insurance Agreement	3	3	3						3	1					
Internship Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Land Use Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Memorandum of Agreement (MoA)/ Memorandum of Understanding (MoU)	3	3	3						3	1		3	3		
Publishing Agreement	3	3	3	2	2	2	2	2	3	1		3	3		
Research Agreement	3	3	3	2	2	2	2	2	3	1		3	3		
Terms and Conditions	3	3	3	2	2	2	2	2	3	1		3	3	1	1
Trademark License Agreement	3	3	3						3	1		3			
Other Agreements	3	3	3	2	2	2	2	2	3	1		3	3	1	1

Authorization Amount Limits

- University Level
- Division/ Offices Level
- Department Level
- No Authorization Level

Levels of Authorization

- 1 Tier 1: Up to \$25,000
- 2 Tier 2: Up to \$50,000
- 3 Tier 3: Up to \$100,000
- 4 Tier 4: Over \$100,000
- No Authorization Amount

Contracts Signature Authority Matrix 13

Divisions/ Offices	Office of the President (OP)	Finance & Administration (FA)		
Roles and Responsibilities	<i>President</i>	<i>Vice President for FA</i>	<i>Associate Vice President for FA</i>	<i>Chief Information Officer</i>
Department Unit / School	OP	FA	FA	Information Technology Services (ITS)
Contract Agreements/ Documents Type	OP	FA	FA	Information Technology Services (ITS)
Managed Security Services Provider Agreement	4	4	4	3 & 4
Software License Agreement <i>(No TU Data)</i>	4	4	4	3 & 4
Software License Agreement <i>(TU data accessible, shared with, or stored by Third Party)</i>	4	4	4	3 & 4
Technology/Equipment Agreement	4	4	4	3 & 4
Data Sharing Agreement	4	4	4	3 & 4

Authorization Amount Limits

- University Level
- Division/ Offices Level
- Department Level
- No Authorization Level

Levels of Authorization

- 1** Tier 1: Up to \$25,000
- 2** Tier 2: Up to \$50,000
- 3** Tier 3: Up to \$100,000
- 4** Tier 4: Over \$100,000
- No Authorization Amount