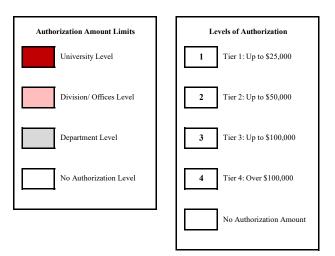
## **Contracts Signature Authority Table**

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.

			J . J	content to reas and domain in				
Divisions/ Offices	Office of the President (OP)	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 (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)			Contrac	ts Signature Autho	rity Matrix Table	Number		
University Procurement Contract Templates	1	3	1	3	2	1	3	1
University Non-Procurement Contract Templates	4	6	4	6	5	4	6	4
Supplier/ Third Party Procurement Contracts	7	9	7	9	8	7	9	7
Supplier/ Third Party Non-Procurement Contracts	10	12	10	12	11	10	12	10
Software, Hardware, Technology and Data Sharing Contracts (In excess of \$100K, must also be signed by President, VPFA, or Designee.)	13	-	-	-	13	-	-	-

## **Contracts Signature Authority Matrix 1 University Procurement Contract Templates**

Divisions/ Offices			Office of the	President (OF	<b>)</b> )	Office of General Counsel (OGC)	People, C Communi		Commun	ntegic nication & ng (SCM)	Developme	elations & ent (AR&D)
Roles and Responsibilities	President	Chiefor Suff.	Sr. Dicemp. Univ.	Chiefmestin	General Com.	Vice President of	& Communic Chief Human R.	Officer Some es	Assistant VP for Street	Marketin and Vice President for	4ssistant Vice Preside	Percentions &
Department Unit / School	OP	OP	OP	Investment	OGC	PC&C	Human Resources	SCM	SCM	AR&D	AR&D	
Contract Agreements/ Documents Type	Or	Or	Or	Office	OGC	reac	(HR)	SCM	SCM	AK&D	AK&D	
AIA Architect, AIA Contruction (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 Facilities Services: Master Service Agreement	4	1	1	2	1	3	2	3	2	3	2	
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 Agreemen	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 Agreement	4	1	1	2	1	3	2	3	2	3	2	



#### **Contracts Signature Authority Matrix 2 University Procurement Contract Templates**

4

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3

3

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1

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1

Student Org: Master License Agreement (RSOs)/ Statement of Work to Master License Agreement

Tiger Network Streaming Services Agreement Exhibit A

Vendor: Master Service Agreement/ Statement of Work

Vendor Low-Risk: Master Service Agreement/ Statement

Tabling Vendor Agreement

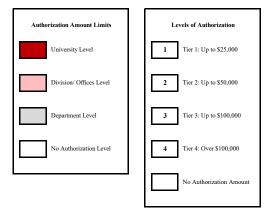
to Master Service Agreement

of Work to Master Service Agreement

Contracts Signature Author	ity Ma	trix 2 l	Jniversit	y Procui	rement	Contra	act Ten	nplates							<u></u>	
Divisions/ Offices								Finance & A	dministration	ı (FA)						
Roles and Responsibilities	Vice Prout.	Jenfor Ed	Assignm Vice Proc.	The Charage	Controller	Sr. Director of France	Director of Facilities	Salpay Arris.	Computation Pro-	Sr. Dieeter of C	Presint Ponfernes Director of Laurie	Pirector for Risk	Asociale Director s	Cont. Management 1.886 mp	<i></i>	
Department Unit / School	FA	FA	Public Safety	Information Technology	Business	Facilities	Facilities	Facilities	Facilities	Conference		Risk	Risk	Risk	Authorization Amount Limits	Levels of Authorization
Contract Agreements/ Documents Type	IA	TA.	Tubic Salety	Services (ITS)	Office	Services	Services	Services	Services	Services	Auditorium	Management	Management	Management		
AIA Architect	4	4				3	2	2				1	1		University Level	1 Tier 1: Up to \$25,000
AIA Construction (Various Types)	4	4				3	2	2	2			1	1			
Art Exhibition Agreement (Exhibitor Insured & Lender Insured)	4	4										1	1		Division/ Offices Level	2 Tier 2: Up to \$50,000
Asset Disposition Agreement	4	4		3	1							1	1			
Catering Agreement, Charter Bus Agreement & Entertainment/ Performance Agreement	4	4	3	3	1							1	1	1	Department Level	3 Tier 3: Up to \$100,000
Consulting Agreement (One-Time)	4	4	3	3	1	3	2	2	2			1	1		<u> </u>	
Consulting Services: Master Service Agreement/ Statement of Work to Master Service Agreement	4	4	3	3	1	3	2	2	2			1	1		No Authorization Level	4 Tier 4: Over \$100,000
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			No Authorization Amount
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			

#### **Contracts Signature Authority Matrix 3 University Procurement Contract Templates**

Divisions/ Offices					Academic	Affairs (AA)	)			Stu	dent Affairs (	SA)	E	nrollment Ma	nagement (EM
Roles and Responsibilities	Provone Vice P.	Prespong	4 sociue Pr.	Dem: Sthon of A.	Dem. School of School	Dem: Neidorg C.	Dest: School of Secial	Demorthe 1	Vice President for	Arairs Student Associate Vice p.	University Q.	File President	4 Society Pice p.	Pem of Atherica	Dem of Emrilling
Department Unit / School				School of	School of Science,	Niedorff	School of Social Science				Parker				Enrollment
Contract Agreements/ Documents Type	AA	AA	AA	Arts and Humanities	Eng., & Math	School of Business	& Civic Engagement	Library	SA	SA	Chapel	EM	Athletics	Admissions	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 & Statment of Work to Master Service Agreement Facilities 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
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 Student Org License Agreement for	3	3	3						3	1		3	3	1	1
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



#### **Contracts Signature Authority Matrix 4 University Non-Procurement Contract Templates**

Valet Parking Addendum

													_	
Divisions/ Offices		(	Office of the	President (Ol	P)	Office of General Counsel (OGC)		Culture & ity (PC&C)	Commun Marketin	tegic lication & ng (SCM)		elations & ent (AR&D)		
Roles and Responsibilities	Presiden	Microf State p.	Director Chi.	Chefmesm.	General Co.	Vice President of	Chief Human p.	Officeronics Vie President	Strategic Co. 17 P. Co.	Vice President for	Assistant Vice President	Development		
Department Unit / School	OP	OP	OP	Investment	OGC	PC&C	Human Resources	SCM	SCM	AR&D	AR&D		Authorization Amount Limits	
Contract Agreements/ Documents Type	OI	Oi	Oi	Office	ogc	reac	(HR)	SCM	SCM	AK&D	AKCD		Authorization Amount Emiles	<u> </u>
Business Associate Agreement	4	1		2	1	3	2	3	2	3	2		University Level	
Confidentiality/NDA Agreement	4	1		2	1	3	2	3	2	3	2			
Facility Use Agreement - Conference Services (One-Time Event)	4	1			1								Division/ Offices Level	
Facility Use Agreement - Conference Services Overnight)	4	1			1									
Facility Use Agreement - Laurie Auditorium	4	1			1								Department Level	
Facility Use Agreement - Parker Chapel	4	1			1									
Internship Agreement (Unpaid)	4	1		2	1	3	2	3	2	3	2		No Authorization Level	
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			

2

Levels of Authorization

Tier 1: Up to \$25,000

Tier 2: Up to \$50,000

Tier 3: Up to \$100,000

Tier 4: Over \$100,000

No Authorization Amount

#### **Contracts Signature Authority Matrix 5 University Non-Procurement Contract Templates**

Valet Parking Addendum

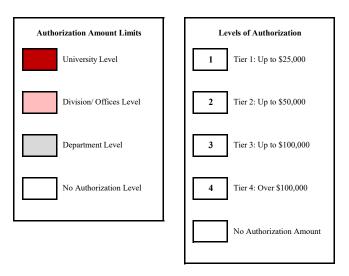
Divisions/ Offices							1	Finance & Ad	lministration	(FA)							
Roles and Responsibilities	Vice Presid	Socine Vie	for P.4 Switch Fig. Switch Fig. Puly: e Peci.	Pe Salenger of	Controller	Sr. Diecopoofis.	Associate Dices.	es Sorries Emplos Arrs.	Omstruction Pro:	St. Diecopo of C.	Precin Pronternes Director of Laurie	Director for Risk	480cine Director	-men & hor Risk Rok Anngemen Assistan			
Department Unit / School	FA	FA	Enterprise Risk	Information Technology	Business	Facilities	Facilities	Facilities	Facilities	Conference		Enterprise Risk	Enterprise Risk			Authorization Amount Limits	Levels of Authorization
Contract Agreements/ Documents Type	FA	FA	Management (ERM)	Services (ITS)	Office	Services	Services	Services	Services	Services	Auditorium	Management (ERM)	Management (ERM)	t Management (ERM)		Authorization Amount Limits	Levels of Authorization
Business Associate Agreement	4	4	3	3	1							1	1			University Level	1 Tier 1: Up to \$25,000
Confidentiality/NDA Agreement	4	4	3	3	1							1	1				
Facility Use Agreement - Conference Services (One-Time Event)	4	4								2		1	1			Division/ Offices Level	2 Tier 2: Up to \$50,000
Facility Use Agreement - Conference Services Overnight)	4	4								2		1	1				
Facility Use Agreement - Laurie Auditorium	4	4									1	1	1			Department Level	3 Tier 3: Up to \$100,000
Facility Use Agreement - Parker Chapel	4	4										1	1				
Internship Agreement (Unpaid)	4	4	3	3	1							1	1			No Authorization Level	4 Tier 4: Over \$100,000
Memorandum of Understanding (MoU) - International Affiliation	4	4										1	1				
Publishing Agreement (TU Press)	4	4										1	1		•		No Authorization Amount
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				

#### **Contracts Signature Authority Matrix 6 University Non-Procurement Contract Templates**

Divisions/ Offices					Academic	Affairs (AA)				Stı	ıdent Affairs	(SA)	E	nrollment Ma	nagement (EM)		
Roles and Responsibilities	Promov Vice P.	A sidem for	St. Associate p.	Penn: School of A.	Dean; School of Science	Manicas and Company of	Dean; School of Scient	Segment Dem of the 1	Fice President	Albin's Student Associne Vice D	or Studens University C.	Pice Presign	Shooine Vice P.	Son of America	Dean of Linetheon	7	
Department Unit / School	AA	AA	AA	School of Arts and	School of Science,	Niedorff School of	School of Social Science	Library	SA	SA	Parker	EM	Athletics	Admissions	Enrollment	Authorization Amount Limits	Levels of Authorization
Contract Agreements/ Documents Type	AA	AA	AA	Humanities	Eng., & Math	Business	& Civic Engagement	Library	SA	SA	Chapel	EM	Atmetics	Admissions	Planning	Authorization Amount Emits	Levels of Authorization
Business Associate Agreement	3	3	3						3	1		3				University Level	1 Tier 1: Up to \$25,000
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)																Division/ Offices Level	2 Tier 2: Up to \$50,000
Facility Use Agreement - Conference Services Overnight)																	
Facility Use Agreement - Laurie Auditorium																Department Level	3 Tier 3: Up to \$100,000
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	No Authorization Level	4 Tier 4: Over \$100,000
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														No Authorization Amount
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		

## **Contracts Signature Authority Matrix 7 Supplier/Third Party Procurement Contracts**

Divisions/ Offices		(	Office of the	President (Ol	<u></u>	Office of General Counsel (OGC)	Communi	Culture & ty (PC&C)	Commun Marketii	itegic nication & ng (SCM)	Developme	delations & ent (AR&D)
Roles and Responsibilities	Prevident	Chieror Staff.	Sr. Director Con.	Chiefmeen	General Co.	Vice President	Chief Human Ro.	Officer Surress	and Marketing Assistant VP for	Aumin Recording	4ssistant Vice Press	Development &
Department Unit / School	OP	OP	OP	Investment	OGC	PC&C	Human Resources	SCM	SCM	AR&D	AR&D	
Contract Agreements/ Documents Type				Office			(HR)		2000			
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	' <u>-</u>
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	



#### **Contracts Signature Authority Matrix 8 Supplier/Third Party Procurement Contracts**

3

3

3

Statement of Work Agreement

Staffing/Search Firm Agreement

Speaking Agreement

Vendor Agreement

3

3

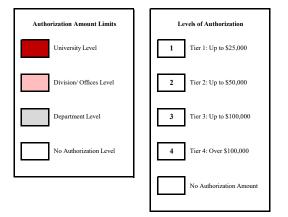
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Contracts Signature Ai	utiloi it	y Mau	i ix o Sup	phei/11	III u I a	119 110	cureme	ent Con	itiacis									
Divisions/ Offices								Finance &	Administratio	n (FA)								
Roles and Responsibilities	Vice Prosition.	Associate Pico.	for President Assistant Vice Press.	Ohertmonne	Controller	Sr. Director of Face.	Perice allies  Associate Direce	- 68 Services Gampus Arca.	Sustruction P.	Onference of	Programs Director of Laurie		Associal Associa Associal Associal Associa Associal Associal Associal Associal Associal Associal Assoc	him seman or him seman or His Amigenen Assistan	<u> </u>			
Department Unit / School	FA	FA	Risk	Information Technology	Business	Facilities	Facilities	Facilities	Facilities	Conference	Laurie	Enterpris Risk	e Enterprise Risk	Enterprise Risk		Authorization Amount Limits		Levels of Authorization
Contract Agreements/ Documents Type			Management (ERM)	Services (ITS)	Office	Services	Services	Services	Services	Services	Auditorium	Manageme (ERM)	nt Managemen (ERM)	t Management (ERM)				
Abroad Agreements (Outgoing)	4	4										1	1			University Level		1 Tier 1: Up to \$25,000
Abroad Agreements (Incoming)	4	4										1	1					
Catering Agreement	4	4	3	3	1							1	1			Division/ Offices Level		2 Tier 2: Up to \$50,000
Charter Bus Agreement	4	4	3	3	1							1	1			<del>-</del>		
Consulting Agreement	4	4	3	3	1							1	1		IJГ	Department Level		3 Tier 3: Up to \$100,000
Entertainment/Performance	4	4	3	3	1							1	1					
Exchange Agreement	4	4										1	1			No Authorization Level		4 Tier 4: Over \$100,000
Freelancer Agreement	4	4	3	3	1							1	1					
Grant	4	4	3	3	1							1	1					No Authorization Amount
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					

#### **Contracts Signature Authority Matrix 9 Supplier/Third Party Procurement Contracts**

Divisions/ Offices					Academic	Affairs (AA)	)			Stu	dent Affairs (	(SA)	Ei	nrollment Ma	nagement (EM)
Roles and Responsibilities	Proving Vice Pra	14 Subm for	Associate Pro-	Dent. School of Art.	Dean; School of School of School of	Dean: Neidorff S.	Dem School of Sc	Denn of the 1	Vice Presidente.	Albairs Shubart Associate Vice Pr.	University Co.	Fice President	Associate Vice P.	Pem of Almeics	Dem or Emollment
Department Unit / School	AA	AA	AA	School of Arts and	Science,	Niedorff School of	School of Social Science & Civic	Library	SA	SA	Parker	EM	Athletics	Admissions	Enrollment Strategy &
Contract Agreements/ Documents Type	AA	AA	AA	Humanities	Eng., & Math	Business	Engagement	Library	5A	5A	Chapel	DIVI	Atmetics	Admissions	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



## **Contracts Signature Authority Matrix 10 Supplier/Third Party Non-Procurement Contracts**

Divisions/ Offices		•	Office of the	President (OI	P)	Office of General Counsel (OGC)		Culture & ty (PC&C)	Commun Marketin	itegic nication & ng (SCM)	Alumni Ro Developmen		
Roles and Responsibilities	President	Thief of Staff, s	Director Chie	"is & Partersity Chief Investin	General Co.	Vice Prisiden	Chieffuman	Officer Strates Strategic Contents	Strategic C	Nice President for	Assistant Vice Pesigo.	Development &	
Department Unit / School	OP	OP	OP	Investment	OGC	PC&C	Human Resources	SCM	SCM	AR&D	AR&D		Authorization Am
Contract Agreements/ Documents Type	OP	OF	Or	Office	OGC	rcac	(HR)	SCM	SCM	AK&D	AR&D		Authorization Ame
Art Exhibition Agreement	4	1		2	1	3	2	3	2	3	2		University I
Addendum	4	1		2	1	3	2	3	2	3	2		
Affiliation Agreement	4	1			1	3		3	2	3	2		Division/ O
Business Associate Agreement	4	1		2	1	3	2	3	2	3	2		<u></u>
Confidentiality/Non-Disclosure Agreement	4	1		2	1	3	2	3	2	3	2		Department
Engagement Letter	4	1		2	1	3	2	3	2	3	2		
Health Plan/Insurance Agreement	4	1			1	3	2						No Authoriz
Internship Agreement	4	1		2	1	3	2	3	2	3	2		<u></u>
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	Levels of Authorization
University Level	1 Tier 1: Up to \$25,000
Division/ Offices Level	2 Tier 2: Up to \$50,000
Department Level	3 Tier 3: Up to \$100,000
No Authorization Level	4 Tier 4: Over \$100,000
	No Authorization Amount

#### **Contracts Signature Authority Matrix 11 Supplier/Third Party Non-Procurement Contracts**

Trademark License Agreement

Divisions/ Offices							1	Finance & Ac	dministration	(FA)							
Roles and Responsibilities	Vice President	Associate Vice p.	Assimpting Press.		Controller	Sr. Director of Face.	Associate Director	Sorvices Gamps Arrs.	Onstruction Pro:	St. Director of C.	Diector of any	Figure 19 Figure	4sociate Director	Risk Humasement	1		
Department Unit / School  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	Risk	Risk	Risk Management	Authorization Amount Limits		Levels of Authorization
Art Exhibition Agreement	4	4	3	3	1							1	1		University Level		1 Tier 1: Up to \$25,000
Addendum	4	4	3	3	1							1	1				
Affiliation Agreement	4	4										1	1		Division/ Offices Level		2 Tier 2: Up to \$50,000
Business Associate Agreement	4	4	3	3	1							1	1				
Confidentiality/Non-Disclosure Agreement	4	4	3	3	1							1	1		Department Level		3 Tier 3: Up to \$100,000
Engagement Letter	4	4	3	3	1							1	1				
Health Plan/Insurance Agreement	4	4										1	1		No Authorization Level		4 Tier 4: Over \$100,000
Internship Agreement	4	4	3	3	1							1	1				
Land Use Agreement	4	4	3	3	1							1	1	1			No Authorization Amount
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				

#### **Contracts Signature Authority Matrix 12 Supplier/Third Party Non-Procurement Contracts**

Divisions/ Offices					Academic	: Affairs (AA)				Stu	ident Affairs	(SA)	E	nrollment Ma	anagement (EM)		
Roles and Responsibilities	Proving Vice Pro.	44 Shen for	Associate P.	Pen: Stion of A	/ 2	Nathemand Dem: Neidorff S.,		Dem of the 1.:	Vice President o	Atherin Asociate V.	Simens of Chicago of C	Pre Presign	Asociate Vice p.	Pen of App.	Dean of Emphasia	7	
Department Unit / School  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	Authorization Amount Limits	Levels of Authorization
Art Exhibition Agreement	3	3	3	2	2	2	2	2	3	1		3	3	1	1	University Level	1 Tier 1: Up to \$25,000
Addendum	3	3	3	2	2	2	2	2	3	1		3	3	1	1		
Affiliation Agreement	3	3	3						3	1		3	3			Division/ Offices Level	2 Tier 2: Up to \$50,000
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	Department Level	3 Tier 3: Up to \$100,000
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						No Authorization Level	4 Tier 4: Over \$100,000
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		No Authorization Amount
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		

# Contracts Signature Authority Matrix 13 Software, Hardware, Technology & Data Sharing Contracts

Divisions/ Offices	Office of the President (OP)	Finance	& Administration (FA)					
Roles and Responsibilities	President	Vice Presiden	Associate Vice p.	Thie futurnation				
Department Unit / School	ОР	FA	FA	Information Technology	Authorization Amount Limits	Levels of Authorization		
Contract Agreements/ Documents Type	OP	FA	ra	Services (ITS)	Authorization Amount Emilts	Levels of Authorization		
Managed Security Services Provider Agreement	4	4	4	3 & 4	University Level	1 Tier 1: Up to \$25,000		
Software License Agreement (No TU Data)	4	4	4	3 & 4		<del></del>		
Software License Agreement TU data accessible, shared with, or stored by Third Party)	4	4	4	3 & 4	Division/ Offices Level	2 Tier 2: Up to \$50,000		
Technology/Equipment Agreement	4	4	4	3 & 4				
Data Sharing Agreement	4	4	4	3 & 4	Department Level	<b>3</b> Tier 3: Up to \$100,00		
					No Authorization Level	4 Tier 4: Over \$100,000  No Authorization Am		