

MEMORANDUM FOR THE RECORD

DATE: April 22, 2024
 SUBJECT: Delegation of Signature Authority

Christopher Newport University is granted the authority for independent management of procurement services by: the Memorandum of Understanding between Christopher Newport University and the Commonwealth of Virginia effective January 12, 2022 through January 11, 2025, and subsequent renewals; the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (Subchapter 3 of the Restructured Higher Education Financial and Administrative Operations Act); and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

The President of Christopher Newport University is authorized to sign contracts and agreements on behalf of the University and also the authority to delegate that signature authority.

Delegation of authority is subject to review by the Chief of Staff or their designee as well as state and University auditors to determine if continuation of the delegation is in the best interest of the University.

Individuals assigned to the following positions have the express authority to contractually commit Christopher Newport University within the restrictions specified below:

Position/Title	Dollar Threshold Per Award for Goods and Services	Dollar Threshold Per Award for Sole Source
University President	Unlimited	Unlimited
Chief Financial Officer and Associate Vice President	Unlimited	Unlimited
Chief of Staff	Unlimited	Unlimited
Director of Procurement Services*	\$350,000	\$100,000
Assistant Director of Procurement Services	\$100,000	\$50,000
<u>Office of Procurement Services Staff:</u> Contracting Officers, Procurement Coordinator, Procurement Specialist	\$10,000	Not Applicable
Position/Title	Contract Type	
Vice President for Facilities & Campus Operations	All contracts for capital outlay improvement, specifically architect-engineering services and construction.	
Executive Director, Ferguson Center for the Arts	Contracts for Ferguson Center for the Arts Usage Contracts, A.F. of M. Agreements (Musician Union), I.A.T.S.I.E. Agreement (Stage Union), artist contracts, copyright monthly reports, advertising contracts, promotion agreements, and sponsorship/guarantor agreements.	
Executive Director, Torggler Center	Programmatic approvals of exhibitions (e.g. loan agreements).	

Chief People Officer and Senior Associate Vice President	All contracts for supplemental retirement accounts.
Executive Director of Auxiliary Services	Room rental, conferencing, housing, and catering <u>standard</u> agreements. May be delegated to trained staff.
Provost and Executive Vice President	All agreements involving Academic Exchange. This authority may not be delegated. All contracts involving the employment of instructional faculty, sponsored research and intellectual property. May be delegated to the Vice Provost or Associate Provost. May be delegated to academic deans for employment of adjunct faculty, research and lab assistants, and persons needed to support performing arts production.
Vice President of Student Affairs	All contracts for student programming and organizations.
Vice President for Advancement, External Engagement & the Arts	All endowment agreement, gift instruments and grant agreements.
Director of Athletics	All contracts for organized Athletic competitions and letter of agreements/sponsorships (revenue based and in-kind based). The signing of athletic travel-related agreements may be delegated to trained staff.
Comptroller	Vendor credit applications, stop payment agreements, banking and merchant provider contracts, and contracts related to the payment of tuition and fees. May be delegated to trained staff.
Director of Human Resources Operations	Stop payment agreements for payroll checks only. May be delegated to trained staff.
Director of Lifelong Learning Society	All contracts for instructors and lecturers for the Lifelong Learning Society (LLS) programs and travel/trip related agreements for LLS members.
Vice Presidents, Deans, Directors and Department Heads	All Individual Service Contracts (ISC) up to \$10,000 utilizing University guidelines, for services that are not placed against university contracts. ISCs for services greater than \$10,000 shall be authorized by the respective Vice President, Provost, Chief of Staff or Chief Financial Officer.

Unless noted above, authority may not be delegated, except as noted in the delegation itself. All delegations of authority must be in writing.

*The Director of Procurement Services is the chief procurement official and is responsible for the day-to-day management of the procurement functions. The Office of Procurement Services is the central procurement and contracting office for the University for goods, services and construction.

Contracts may only be signed by individuals with delegated authority pursuant to this Memorandum. No other employees may contractually obligate the University.

The University shall not and will not issue payment upon any voucher or invoice, for any department or office, for any purchase of any material, equipment or supplies, where such purchases are made in violation of law. Individual employees responsible for any such purchase may be personally responsible for any amount owed as a result.

Contracts in any form (agreements, written or verbal accepted quotes, MOUs, etc.) signed or otherwise authorized by an individual without delegated authority to do so may be void. Any employee entering into any contract without authority shall be personally responsible for the obligations of the agreement.

This delegation of authority to the Chief of Staff, the Chief Financial Officer and Associate Vice President, the Director of Procurement Services, and the Assistant Director of Procurement Services include authority to execute the following:

- Purchase requisitions submitted via the Commonwealth's e-Procurement tool, eVA
- Agency purchase orders and contracts
- Public posting waivers
- Waivers of pre-bid/proposal conferences over \$100,000
- Contract modifications
- Contract renewals
- Written determinations to support the use of emergency procedures

Approving these delegated authorities to contract on behalf of Christopher Newport University:

Signature: 
William G. Kelly, President

Date: 5/20/24