

# Utah Tech University Policy

## 149 A: Signature Authority for Official Documents



This list is reviewed at least once each fiscal year by the President's Cabinet, updated as needed, and reposted as an addendum to Policy 149.

<b>Signature Authority for Official Documents</b>	
<b>University President</b>	
Agreements regarding participation in intercollegiate athletic conference	
Board of Trustees resolutions	
Diplomas and certificates	
Employee settlement agreements, including Early Retirement and Phased Retirement agreements	
Final disposition(s) of faculty/staff appeals	
Gift agreements with restrictions, including naming rights	
Items requiring Presidential approval by the Utah Board of Higher Education	
Notices of faculty promotion and awards of post-probationary status	
<b>Provost and Vice-President of Academic Affairs</b>	
Clinical training agreements	
Contracts with academic speakers, performing artists, etc.	
Credit articulation agreements	
Grant proposals and agreements where the University is not obligated to provide any matching funds, overhead, and/or indirect costs	
International student recruitment contracts	
International study abroad / exchange agreements	
Licensing agreements for library resources	
Notices of faculty appointments	
Partnership agreements with businesses and organizations to support academic programs. Examples include research partnerships, joint projects, experiential learning, curricular partnerships, etc.	
Procurement contracts under \$100,000 and for no more than a one-year term	
Purchase requisitions under \$100,000 within budgetary authority	

Software agreements supporting academic programs
Student internship agreements with companies
Multi-year institutionally funded scholarship and waiver offers to students and prospective students
Contracts / agreements for scholarship, loan, and employment aid programs
Official Documents concerning art collection and gallery (exhibits, loans, etc.)
<b>Vice-President of Administrative Affairs</b>
Agreements with governmental auditing entities
All contracts with payment terms greater than one year
Banking and financial services agreements
Benefit agreements with external entities
Capital leases
Construction / remodeling contracts \$50,000 and over
Contracts for performing artists outside Academic Affairs and Student Affairs
Debt financing documents
Food services and vending contracts
Campus-wide sponsorship agreements (pouring-rights, etc.)
Gift, Endowment, Grant proposals and/or associated agreements where the University is obligated to provide matching funds, overhead, and/or indirect costs
Intellectual property (copyright and patent) agreements involving institutional rights
Non-employee Settlement Agreements
Procurement contracts \$100,000 and over (all)
Professional service agreements
Public telecommunication permits and licenses
Purchase requisitions over \$100,000 (all)
Purchase requisitions under \$100,000 within budgetary authority
Real property and real estate rental agreements (including rentals other than Alumni House)
Software licensing contracts / agreements over \$50,000
Sole source contracts
Special contracts with benefit providers, including insurance
Technology licensing contracts / agreements
Telecommunication and network contracts / agreements over \$50,000
Trademark licensing
Waivers of bidding

<b>Vice-President of University Advancement</b>
Gift and/or endowment proposals and agreements where the University is not obligated to provide matching funds, overhead, and/or indirect costs
Procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within budgetary authority
Rental contracts for the Alumni House
Scholarship, loan, and financial aid agreements with outside entities
Trust, annuity, and bequest contracts
University Foundation agreements
Unrestricted gift and pledge agreements
<b>Vice-President of Student Affairs</b>
Contracts for Student Affairs-sponsored speakers and performing artists
Grant proposals and agreements where the University is not obligated to provide any matching funds, overhead, and/or or indirect costs
Procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within budgetary authority
<b>Vice President of Marketing and Communication</b>
Contracts for University events, sponsored speakers, and performing artists
Contracts for University Marketing and Communication-sponsored events, including equipment rentals for events up to \$50,000
Marketing and Communication-related procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within the budgetary authority
Mass media agreements (other than Intercollegiate Athletics)
<b>Director of Intercollegiate Athletics</b>
Athletics-related procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within budgetary authority
Athletic scholarship agreements
Contracts/agreements related solely to athletic donations and/or athletic program and/or athletic venue sponsorships

Intercollegiate Athletics broadcasting agreements
Athletic Head Coach contracts
<b>Director of Purchasing</b>
Procurement contracts up to \$50,000, including multi-year terms
<b>Assistant Vice President of Facilities Management</b>
Construction / remodeling contracts up to \$50,000, including multi-year terms
<b>Chief Information Officer</b>
IT audits and consulting contracts / agreements up to \$50,000, including multi-year terms
IT infrastructure contract / agreements up to \$50,000, including multi-year terms
Software licensing contracts / agreements up to \$50,000, including multi-year terms
Telecommunication and network contracts / agreements up to \$50,000, including multi-year terms
<b>Executive Director of Event Services</b>
Event agreements, including equipment rentals for events up to \$50,000, including multi-year terms
Facility use agreements, including equipment rentals to be used in the facility, up to \$50,000, including multi-year terms

Policy Steward: General Counsel

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