

DELEGATION OF CONTRACTING AUTHORITY AUTHORIZATION

To the Secretary to the Board of Trustees:

Pursuant to the Oakland University Board of Trustees Contracting and Employment Appointment Authority Policy ("Board Policy"), authorized by the Oakland University Board of Trustees on January 8, 2008, I hereby make the contracting delegations attached as Appendix 1, dated 8/31/21. All prior delegations and any subsequent delegations not included in Appendix 1 are hereby rescinded and this Authorization is subject to the Board Policy as it may be amended from time to time.

In addition, I hereby authorize purchasing authority in the amounts specified in Appendix 1. All prior purchasing authority memoranda are hereby revoked.

Oakland University

By: Ora Pescovitz

Name: Ora Hirsch Pescovitz, M.D

Its: President

Date: 8/31/21

AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS AND TO PROCURE GOODS OR SERVICES ON BEHALF OF OAKLAND UNIVERSITY

Last updated August 31, 2021

This chart is the authoritative document of the individuals to whom the President has delegated Contracting Authority and Purchasing Authority for University contracts and other official documents. Please contact the Office of Legal Affairs with questions or concerns.

All contracts and purchases are subject to all Administrative Policies and Procedures including but not limited to; Policy 207 Business Expenditure, Policy 410 Contracting and Employment Appointment Authority, Policy 1000 Procurement, and Policy 1020 Purchasing Card Procedures.

Contract(s): A formal agreement between the University and an outside party, whether in the form of a formal contract, letter of intent, statement of work or purchase order. **The Purchasing Department will sign all expenditure contracts, except as noted below.**

Contracting Authority: Only certain employees are authorized to sign specific kinds of Contracts on behalf of the University. Contracting Authority is delegated from the President as indicated in the chart below. **ALL CONTRACTS MUST BE REVIEWED BY THE OFFICE OF LEGAL AFFAIRS UNLESS A TEMPLATE PRE-APPROVED BY THE OFFICE OF LEGAL AFFAIRS IS UTILIZED.** All prior delegations are revoked upon the issuance of this chart by the President. Persons in positions on an interim basis have the same authority as an incumbent.

Purchasing Authority: Purchasing Authority (as opposed to Contracting Authority) is based on the **dollar** amount of the procurement transaction and is indicated in the chart below. This is the dollar amount of authority to approve purchase requisitions, preferred vendor purchases, and PCard purchases. All methods of procurement must be approved by a person in the position authorized to commit the full dollar amount. Additionally, funding must be available to cover the cost of the purchase.

<i>University-Wide</i>		
Position	Contracting Authority	Purchasing Authority
Board of Trustees	To approve and delegate signature authority on all expenditure Contracts for the University greater than \$1M.	>\$1M
President	To sign all non-expenditure Contracts and expenditure Contracts for the University for \$1M or less.	<= \$1M, with >= \$500K reported to the Board
Chief of Staff	To sign all non-expenditure Contracts and expenditure Contracts for the University for \$500K or less.	\$500K
Vice President for Finance and Administration	To sign all non-expenditure Contracts and expenditure Contracts for the University for \$500K or less.	\$500K
<i>Academic Affairs</i>		
Position	Contracting Authority	Purchasing Authority
Executive Vice President for Academic Affairs and Provost	To sign: (1) all non-expenditure Contracts that fall within the purview of Academic Affairs.	\$500K

Senior Associate Provost / AVP Academic Affairs	To sign: (1) Non-Disclosure Agreements, Affiliation Agreements, Articulation Agreements and University to University Cooperation Agreements.	\$200K
Academic Deans	To sign: (1) School, College or Library related Non-Disclosure Agreements, Affiliation Agreements, Articulation Agreements and University to University Cooperation Agreements; (2) All Charter School State Aid Contracts, Charter Amendments, Board member appointments and Bridge Loan documents that do not require Board Approval (SEHS Dean only).	\$200K
Vice President for Research	To sign; (1) all Office of Research Administration related non-expenditure Contracts including, but not limited to, Non-Disclosure Agreements, Affiliation Agreements, University to University Cooperation Agreements, Material Transfer Agreements, Grant Applications, Proposals, Submissions, and Research and Sponsored Research Agreements.	\$200K
Director of Compliance	To sign: (1) all Office of Research Administration Material Transfer Agreements and Non-Disclosure Agreements	\$100K
Director of Sponsored Programs	To sign; (1) all Office of Research Administration related non-expenditure Contracts including, but not limited to, Non-Disclosure Agreements, Affiliation Agreements, University to University Cooperation Agreements, Material Transfer Agreements, Grant Applications, Proposals, Submissions, and Research and Sponsored Research Agreements.	\$100K
<i>Finance and Administration</i>		
Position	Contracting Authority	Purchasing Authority
Vice President for Finance and Administration	<i>See University-Wide Authority section above.</i>	\$500K
Associate VP / Controller	To sign: (1) all purchase orders, OLA approved template agreements and procurement contracts, provided approving department has appropriate Purchasing Authority.	\$100K
Director of Purchasing	To sign: (1) all purchase orders, OLA approved template agreements and procurement contracts, provided approving department has appropriate Purchasing Authority.	\$100K
Buyer	To sign: (1) all purchase orders, OLA approved template agreements and procurement contracts, provided approving department has appropriate Purchasing Authority, for \$50k or less.	\$50K
Chief of Police	To Sign: (1) non-expenditure Contracts related to inter-agency police cooperation and emergency response compacts, State of Michigan Plan of Operation agreements, officer training and tactical deployment agreements and Contracts required to be signed by the Oakland University's chief law enforcement officer.	\$100K
<i>Student Affairs</i>		
Position	Contracting Authority	Purchasing Authority
Senior Vice President for Student Affairs	To sign: (1) all non-expenditure Contracts that fall within the purview of Student Affairs.	\$350K
Vice President for Enrollment Management	To sign: (1) all non-expenditure Contracts that fall within the purview of Enrollment Management.	\$200K
Director and Associate Director of the Oakland Center	To sign: (1) non-expenditure Contracts for the Oakland Center.	\$100K

Athletics		
Position	Contracting Authority	Purchasing Authority
Athletic Director	To sign: (1) all non-expenditure Contracts that fall within the purview of the Department of Athletics, game and referee contracts.	\$350K
Associate and Assistant Athletic Directors	To sign: (1) to sign Financial Aid Tenders to student athletes in sports to which they have been assigned.	\$100K
Facility and Event Manager	To sign: (1) to sign all non-expenditure facility use Contracts for the Department of Athletics.	\$50K
Directors of Recreation and Wellbeing and Golf and Learning Center	To sign: (1) to sign all non-expenditure Department of Athletics Contracts within their area of responsibility.	\$100K
Golf Services Manager	To sign: (1) to sign all non-expenditure Contracts for the Golf & Learning Center.	\$100K
Assistant Director of Facilities and Aquatics	To sign: (1) to sign all non-expenditure Contracts for the Recreation and Wellbeing Center.	\$100K
Advancement		
Position	Contracting Authority	Purchasing Authority
Vice President for Advancement	To sign: (1) all non-expenditure contracts that fall within the purview of University Advancement.	\$350K
Executive Director Meadowbrook Estate	To sign: (1) all non-expenditure contracts that fall within the purview of Meadowbrook Estate.	\$100K
Director of Administration and Finance MBH	To sign: (1) all non-expenditure Catering and Events Contracts for the Meadowbrook Estate.	\$100K
Chief of Staff		
Position	Contracting Authority	Purchasing Authority
Chief of Staff	<i>See University-Wide Authority section above.</i>	\$500K
Vice President Human Resources	To sign: (1) all non-expenditure Contracts that fall within the purview of University Human Resources; (2) employment Contracts and collective bargaining contracts as authorized by the Policies of the Oakland University Board of Trustees.	\$200K
Associate VP for University Tech. Services and CIO	To Sign: (1) all University Technology Services non-expenditure Contracts.	\$100K
Communications and Marketing		
Position	Contracting Authority	Purchasing Authority
Vice President Communications and Marketing	To sign: (1) all non-expenditure contracts that fall within the purview of the Division of Communications and Marketing.	\$350K

Office of Legal Affairs		
Position	Contracting Authority	Purchasing Authority
Vice President of Legal Affairs and General Counsel	To Sign; (1) legal documents on behalf of Oakland University; (2) Settlement Agreements of \$100k or less; (3) outside counsel retention Contracts; (4) documents required for processing immigration employment requests; (5) retention Contracts for investigations/consultations entered into under the attorney/client privilege.	\$350K
Assistant General Counsel	To Sign; (1) documents required for processing immigration employment requests.	\$100K
Government Relations		
Position	Contracting Authority	Purchasing Authority
Vice President Gov't. and Community Relations	To sign: (1) all non-expenditure Contracts that fall within the purview of Government and Community Relations.	\$350K
All Other Employees Not Specifically Listed Above		
Position	Contracting Authority	Purchasing Authority
Academic Administrators	None	\$150K
Department Chairs	None	\$100K
Faculty	None	\$50K
AP Band (S-X)	None	\$100K
AP Band (K-R)	None	\$50K
CTs	None	\$25K