



Purchasing and Contract Administration
Signature Authority

			President	Provost	Vice President, BFA	Associate Vice President, BFA	Vice Provost, Research	Director, Athletics	Director, FDCB	Associate or Assistant Director, FDCB	Collection Development Librarian	Director, VU Student Activities	Director, Western Gallery	Director, RCPS	Chief Procurement Officer/Director of Business Services	Assistant Director, Procurement	PSS III/Contract Specialist 2	PSS III/Contract Specialist 1	PSS I (PO Only)
Standing Designee => In the event primary signer is not available (Temporary authorizations must be noted in writing to Contract Administration)			Acting President	Provost/VP, Academic Affairs	Associate VP, BFA	Director, BFA	Director, RSP	Director Div Budget, ESS	Assistant Director, FDCB	Senior Project Manager					Asst. Director Procurement				
Contract and Purchase Order Type	Special Notes	Dollar Limit																	
Public Works & Property																			
Architect & Engineers	\$300,000 and above subject to Board of Trustee approval	< \$300,000	X		X				X	X									
		> or = \$300,000	X		X														
Public Works	\$500,000 and above subject to Board of Trustee approval	< \$500,000	X		X				X	X									
		> or = \$500,000	X		X														
Public Works Change Orders	Approved through Change Management Process	< \$500,000	X		X				X	X					X	X			
		> or = \$500,000	X		X														
Real Property: Acquisition or Lease ¹	Leases over 2 years subject to Board of Trustee approval	All	X		X														
Real Property: Sale		All	X		X														
Interlocal Agreements	Above \$50,000 of University funds or where third entity is created, subject to Board of Trustees approval	> \$50,000	X		X														
Goods & Services																			
Leases	All capital leases ¹ must be processed through the Office of the State Treasurer	Unlimited	X		X														
Personal Services and Client Services including Performers, Legal, Speakers, Trainers	Competition required over \$10,000. Subject to OFM filing and reporting requirements Requires completion of special OFM training to be authorized to sign ² .	< or = \$100,000	X		X										X	X	X	X	
		< or = \$250,000	X		X										X	X			
		Unlimited	X		X														
Performance Agreements	Performances for Associated Students on "approved to form" templates	< or = \$20,000	X		X							X			X	X			
Purchased Goods and Services including Computers, Technology, and Software	Competition required over \$10,000; sealed bid over \$100,000 Exception - purchases using federal grant dollars competition required over \$3,000	< or = \$10,000	X		X						X				X	X	X	X	X
		< or = \$49,000	X		X										X	X	X	X	
		< or = \$100,000	X		X										X	X	X		
		< or = \$250,000	X		X										X	X			
		Unlimited	X		X										X	X			
Events																			
Events, Conferences, Facilities Use	Requires events, conferences, and facilities forms to be approved by departmental Vice President or Provost	< or = \$250,000	X	X	X										X	X			
		Unlimited	X	X	X														
Academic & Other Programs																			
Foreign Studies		Unlimited	X	X															
Internships		Unlimited	X	X	X														
Grants and Research		Unlimited	X				X												
Athletics	Conference or game related agreements - lodging agreements	< or = \$10,000	X		X			X							X				
Western Gallery	Approved to forms for loan agreements	\$0	X										X						
Patent or Copyright Related Documents		Unlimited	X				X												
Risk Management																			
Tort Claims	Settlement agreements	< or = \$25,000	X		X									X					
		Unlimited	X		X														
Insurance Documents	Applications, claim forms, certificates of insurance, etc.	Unlimited	X											X					

¹Refer to Lease/Purchase Program Guide and RCW 39.94.

²Any counsel to represent the University will be appointed by the State Attorney General

Approved by:
Kerena Higgins, Assistant Attorney General

Date

Approved by:
Sabah Randhawa, President

Date

[Signature]
Robert E. Olson, AGC
WSBA 25825

6-13-18

[Signature]
Sabah Randhawa

6.20.18