



Purchasing and Contract Administration  
Signature Authority

			President	Provost	Vice President, BFA	Associate Vice President, Finance	Vice Provost for Research / Dean of Graduate School	Director, Athletics	Senior Director, Capital Planning & Development	Associate Director, Capital Planning & Development	Director, Library Collections	Executive Director, Student Engagement	Director, Western Gallery	Director, Risk Management	Director, Business Services / Chief Procurement Officer	Associate Director, Business Services	Procurement & Supply Specialist III / Contract Specialist 2/3	Procurement & Supply Specialist II / Contract Specialist1	Procurement & Supply Specialist 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	Acting Provost / VP, Academic Affairs	Associate VP, Finance	Director of Business Services / Chief Procurement Officer	Director, Research & Sponsored Programs	Director Div. Budget, Enrollment & Student Services	Associate Director, Capital Planning & Development	N/A					Associate Director, Business Services				
Contract or Purchase Order Type	Special Notes	Dollar Limit																	
Public Works & Property																			
Architect & Engineers	\$300,000 and above subject to Board of Trustees approval	< \$300,000	X		X				X	X									
		> or = \$300,000	X		X														
Public Works	\$500,000 and above subject to Board of Trustees 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									
		> or = \$500,000	X		X														
Real Property: Lease <sup>1</sup>	Leases over 2 years subject to Board of Trustees approval	All	X		X														
Real Property Sale, Purchase and Easements		All	X		X														
Interlocal Agreements	Above \$50,000 (expenditure) of University funds or where third entity is being created is subject to Board of Trustees approval	>\$50,000	X		X														
Emergency Contracts - Architects & Engineers	\$300,000 and above is subject to President's approval	< \$300,000	X		X				X	X									
		> or = \$300,000	X		X														
Emergency Contracts - Public Works Contractors	\$500,000 and above is subject to President's approval	< \$300,000	X		X				X	X									
		> or = \$300,000	X		X														
Goods & Services																			
Leases	All leases <sup>1</sup> (including Capital Leases) must be processed through the Office of the State Treasurer	Unlimited	X		X														
Consulting/Contractor Services, Client Services including Performers, Legal, Speakers, Trainers	Competition required over \$10,000, except for client service and exceptions approved by DES. Subject to OFM filing and reporting requirements. Requires completion of special OFM training to be authorized to sign. Legal services and any related services by outside counsel must be approved through the AAG <sup>2</sup>	< or = \$100,000	X		X										X	X	X	X	
		< or = \$250,000	X		X										X	X			
		Unlimited	X		X														
Performance Agreements (AS/VU)	Performances for Associated Students on "approved to form" templates	> \$20,000	X		X										X	X	X		
Performance Agreements (AS/VU)	Performances for Associated Students on "approved to form" templates	< or = \$20,000	X		X							X			X	X	X		
Emergency Contracts and Purchasing	Chief Procurement Officer and his/her delegate(s) after designation by President or VP BFA		X		X										X				
Purchased Goods and Services including Computers, Technology and Software, including amendments, renewals and support documentation requiring signatures	Competition required over \$10,000; sealed bid over \$100,000 exception - purchases using federal grant dollars - competition required over \$3,000. Library Collection contracts less than \$10,000 may be signed as indicated	< 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														
Events																			
Conferences, Events and Facilities Use (On/Off Campus) contracting with Third Party	Requires events, conferences, and facilities forms to be approved by division Vice President or Provost	< or = \$250,000	X	X	X										X	X			
		Unlimited	X	X	X														
Academic & Other Programs																			
Outreach and Continuing Education	International marketing associate agreements, RN-BSN		X	X	X										X	X			
Institute for Global Engagement/Education Abroad	Faculty-led study abroad agreements; MOU exchanges and cooperation agreements	Unlimited	X	X															
Internships	Affiliation agreements, practicum, field experience	Unlimited	X	X															
Grants and Research (RSP)	Including Non-Disclosure Agreements / Confidentiality Agreements / Data Sharing Agreements as they relate to Research and Sponsored Programs (RSP)	Unlimited	X				X												
Grants Non-RSP	Initiated outside of RSP		X	X	X		X		X						X				
Non-Disclosure Agreements / Confidentiality Agreements	Initiated outside of RSP	N/A	X	X	X										X				
Data Sharing Agreements	All DSAs or DSPAs - excluding RSP Activity	N/A	X		X										X	X			
Athletics	Conference or game related agreements - lodging agreements	< or = \$10,000						X							X				
Athletics	Conference or game related agreements - lodging agreements	> \$10,000	X		X										X	X			
Western Gallery	Loaning of Art (using pre-approved forms)	\$0	X										X						
Patent or Copyright Related Documents		Unlimited	X				X												
Risk Management																			
Tort Claims/Lawsuits	Settlement agreements	< or = \$25,000	X		X									X					
Tort Claims/Lawsuits	Settlement agreements	\$25,000 or < = \$50,000	X		X														
Insurance Documents	Applications, claim forms, certificates of insurance, etc.	Unlimited	X											X					

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

<sup>2</sup>Any counsel to represent the University will be appointed by the State Attorney General

<sup>3</sup>Settlements over \$50,000 require Board of Trustees approval

Approved:  
Joyce Lopes  
Vice President for Business & Financial Affairs

Approved:  
Melissa Nelson  
Assistant Attorney General

Approved:  
Sabah Randhawa  
President

Date Approved:

10/7/2021