WESTERN WASHINGTON UNIVERSITY

BUSINESS AND FINANCIAL AFFAIRS
Purchasing and Contract Administration
Signature Authority

Contract or Purchase Type	Special Notes	Dollar Limit	President	Provost/ Executive Vice President	Vice President, BFA	Vice President, Foundation	Assistant VP, Finance & Business Services	Vice Provost for Research / Dean of Graduate School	Director, Athletics	Director, Facilities Operations, Facilities Management	Director, Capital Budget & PW Procurement	Director, Library Collections	Dean of Student Life	Director, Western Gallery	Director, Risk Management	Chief Procurement Officer	Procurement & Supply Specialist III / Contract Specialist 2/3 / Procurement Program Mgr	Procurement & Supply Specialist II / Contract Specialist 1	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/ Executive VP	Assistant VP, Finance & Business Services	AVP, Foundation	Chief Procurement Officer	Director, Research & Sponsored Programs	Chief of Staff, President's Office	Director, Capital Budget & PW Procurement	N/A					Assistant VP for Finance & Business Services			
Public Works																			
Architects & Engineers	$500,000 and above subject to Board of Trustees approval	< $500,000	X		X		X			X	X								
		> or = $500,000	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														
Emergency Contracts - Architects & Engineers	$500,000 and above is subject to President's approval. *See RCW 28.B.10.350(5).*	< $500,000	X		X		X			X	X								
		> or = $500,000	X		X														
Emergency Contracts - Public Works Contractors	$500,000 and above is subject to President's approval	< $500,000	X		X		X			X	X								
		> or = $500,000	X		X														
Risk Management																			
Tort Claims/Lawsuits	Settlement agreements; $100,000 and above subject to Board of Trustee approval and signatory follows this matrix.	< or = $50,000	X		X	X	X								X				
		< or = $100,000	X		X	X	X												
Insurance Documents	Applications, claim forms, certificates of insurance, etc.	Unlimited	X												X				
Miscellaneous																			
Personal Property	Example: Vehicle Titles, Public Works-related Permits	Unlimited	X		X	X	X			X	X					X			
All signature authority for the Contract and Purchase types that follow is contingent upon prior submittal and approval of associated requests through the University's contract and procurement systems, including associated eForms, except as noted below.																			
Property																			
Real Property: Lease[1]	Leases over 2 years AND in excess of $100,000 subject to Board of Trustees approval	All	X		X	X	X												
Real Property Sale, Purchase and Easements		All	X		X	X	X												
Goods & Services																			
Interlocal Agreements	Above $100,000 of University funds or where third entity is being created is subject to Board of Trustees approval and signatory follows this matrix. These agreements are subject to RCW 39.34.	< or = $100,000	X		X	X	X												
Interagency Agreements	Agreements with other governmental entities where a third entity is not created. These agreements are not subject to RCW 39.34. Refer to Academic & Other Programs below for Interagency Agreements specific to those areas.	< or = $100,000	X		X	X	X									X	X	X	
		< or = $250,000	X		X	X	X									X			
		Unlimited	X		X	X	X									X			
Capital and Equipment Leases	All leases[1] (including Capital Leases) must be reported to the Office of the State Treasurer	Unlimited	X		X	X	X									X	X	X	
Performance/Service Agreements (AS/VU)	Approved to form templates only	< or = $20,000	X		X	X	X						X			X	X		
Emergency Contracts and Purchasing			X		X	X	X									X			
Purchased Goods and Services including Computers, Technology and Software, including amendments, renewals and support documentation requiring signatures. Includes Consulting/Contractor Services, Client Services including Performers, Speakers, Trainers	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 and filed in the University's contract system. 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.2	< or = $10,000	X		X	X	X					X				X	X	X	X
		< or = $50,000	X		X	X	X									X	X	X	
		< or = $100,000	X		X	X	X									X	X		
		< or = $250,000	X		X	X	X									X			
		Unlimited	X		X	X	X												
Conferences, Events and Facilities Use (On/Off Campus, including revenue) contracting with Third Party	Requires events, conferences, and facilities forms to be approved by division Vice President or Provost/Exec VP	< or = $100,000	X	X	X	X	X									X	X	X	
		< or = $250,000	X	X	X	X	X									X			
		Unlimited	X	X	X	X	X												
Academic & Other Programs																			
Outreach and Continuing Education	International marketing associate agreements, College in the High School, Guaranteed Transfer Admission Program	Unlimited	X	X	X		X									X	X	X	
Institute for Global Engagement/Education Abroad	Faculty-led study abroad vendor and service agreements	< or = $100,000	X	X	X		X									X	X	X	
		Unlimited	X	X															
	MOU exchanges and cooperation agreements	Unlimited	X	X															
Internships	Affiliation agreements, practicum, field experience	Unlimited	X	X															
Grants and Research (RSP)	Research Contracts, Non-Disclosure Agreements / Confidentiality Agreements / Data Sharing Agreements as they relate to Research and Sponsored Programs (RSP) may be signed as indicated and filed in the University's contract system	Unlimited	X	X				X											
Grants Non-RSP	Initiated outside of RSP	Unlimited	X	X	X	X	X	X		X	X					X			
WWU Providing Services (revenue)		< or = $100,000	X	X	X	X	X	X								X	X	X	
		< or = $250,000	X	X	X	X	X									X			
		Unlimited	X	X	X	X	X												
Non-Disclosure Agreements / Confidentiality Agreements	Initiated outside of RSP	N/A	X	X	X	X	X									X			
Data Sharing Agreements	All DSAs or DSPAs - excluding RSP Activity	N/A	X	X	X	X	X									X	X		
Athletics	Conference or game related agreements - lodging agreements less than $10,000 may be signed and filed outside of University's contracts system as determined by Athletics Director.	< or = $10,000							X							X			
		> $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											

[1]Refer to Lease/Purchase Program Guide and RCW 39.94.
[2]Any counsel to represent the University will be appointed by the State Attorney General
[3]Settlements over $100,000 require Board of Trustees approval

Updated 9/15/2025

Approved: Joyce Lopes — Joyce Lopes

Approved: Kerena Higgins — KH

Approved: Sabah Randhawa — Sabah Randhawa

Date Approved: 9/16/2025