VICE PRESIDENT FOR FINANCE
AND ADMINISTRATION

Pacific University Oregon

TO All Vice Presidents, Deans, Directors, Budget Officers

FROM Darlene P. Morgan, VP Finance & Administration

DATE June 30, 2009

RE Signature Authority

In order to clear up any misconceptions regarding signature authority, we have worked out a plan that should streamline the process and be suitable to all. If anything is ordered by, contracted to or legally binding on the University that has any budget impact, the following steps must be taken:

- **SIGNATURES**: Contracts/Agreements must be signed by the area's Budget Officer (the person responsible for budgeting and designated by each areas' Dean, Director or Vice President) and/or the Budget Area Officers (budget area VP's, Deans and Directors) in advance of forwarding for legal and insurance review, and processing for payment.

- **LEGAL**: In-House Counsel, Office of Legal Affairs, must review and approve all contracts (except the standard Pacific University Letter of Agreement ones for less than $5,000) unless a previous arrangement has been made with the Budget Area Officers for boilerplate contracts/agreements (defined as form contracts, such as student affiliation agreements generated by the University, that have been approved, in advance by In-House Counsel and VP for Finance and Administration, and do not involve the addition or deletion of contract provisions would fit this category). Boilerplate contracts/agreements should be reviewed annually with In-House Counsel for updating language and FERPA best practices. All other contracts submitted will be initialed by In-House Counsel and forwarded as indicated below.

- **INSURANCE**: In-House Counsel will determine if a certificate of insurance is needed and forwarded to the Executive Assistant to the VP for Finance & Administration to request it. Because certificates of insurance requests must be made at least a week in advance for a timely response from the University's insurance agent and underwriter, we ask that you send contracts/agreements to Counsel two weeks in advance of request. All certificates will be sent directly to the vendor or outside entity. If no insurance certificate is required, contract/agreement will be forwarded directly to the Vice President for Finance & Administration's office or returned to the Budget Officer, dependent upon the monetary amount.

- **FURNITURE, EQUIPMENT & TECHNOLOGY**: Any orders placed that require encumbrances to budget, including furniture and technology orders, will require the Vice President for Finance & Administration signature if the total is over and above $25,000. For amounts less than $25,000, the area's Budget Officer or Budget Area Officer has signature authority. The ordering procedures that apply to furniture and technology orders will remain in effect.

2043 College Way, A-163
Forest Grove, OR 97116

PHONE 503-352-2258
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VICE PRESIDENT FOR FINANCE
AND ADMINISTRATION

Pacific University Oregon

Memo

- FINAL SIGNATURE AUTHORITY: A budget impact of less than $25,000 can be signed by the Budget Officer or Budget Area Officer and then forwarded directly to In-House Counsel. Any budget impact over $25,000 will be signed by the Vice President for Finance & Administration or his/her designee. All signatures, including an initialing from In-House Counsel, must be in place before obtaining the VPFA's signature.

At all times, you are asked to review budget constraints within your areas before requesting funds for payment. Contracts attached to a purchase order, letters of agreement, etc. will be archived in the Business Office to be treated as an audit trail. Once fully executed, all contracts/agreements, regardless of cost, should be forwarded by the initiating officer to the In-House Counsel for safekeeping and future liability issues.

A flowchart is attached for your convenience and reference. This memo supersedes any signature authority correspondence in print and is effective immediately. The website will be updated to reflect this change.

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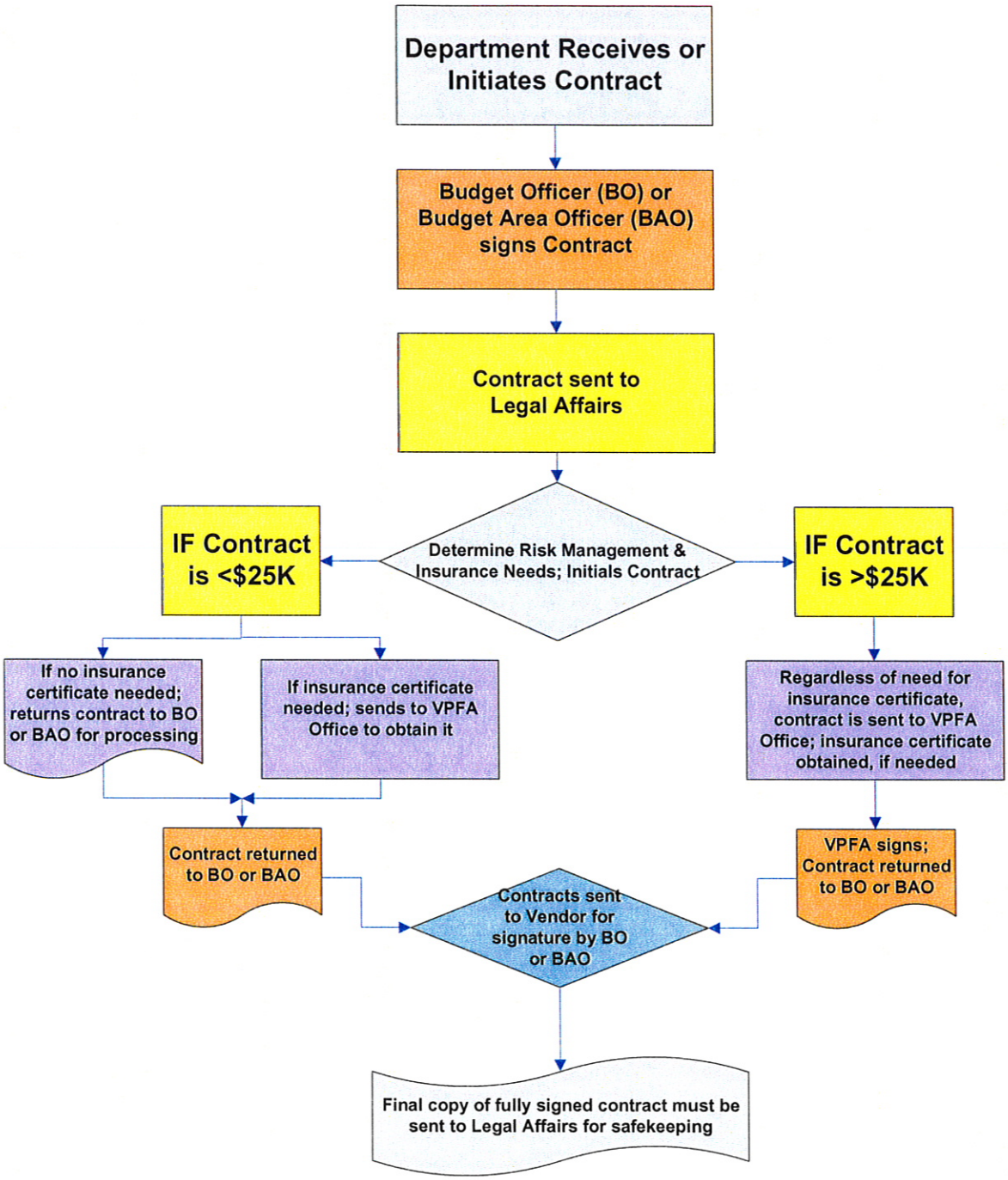
SIGNATURE AUTHORITY FOR CONTRACTS – INTERNAL PROCESS



Effective June 30, 2009