

## AUTHORITY TO SIGN AGREEMENTS

To the Secretary to the Board of Trustees:

The following policy was adopted by the Western Michigan University Board of Trustees on January 18, 1980 and has not been rescinded.

1. Unless specifically exempted by other sections of this policy, no member of the University faculty, staff, or

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 Logistical Services (Purchasing) 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 and/or the Vice President for Business and Finance as indicated in the chart below. ALL CONTRACTS MUST BE REVIEWED BY THE OFFICE OF LEGAL AFFAIRS, RISK AND COMPLIANCE UNLESS A TEMPLATE PRE-APPROVED BY THE OFFICE OF LEGAL AFFAIRS, RISK AND COMPLIANCE IS UTILIZED. Persons in positions on an interim basis have the same authority as an incumbent. Please see

Academic Deans	To sign: (1) contracts/purchases that fall within the purview of the dean's college; (2) School, College or Library related Non-Disclosure Agreements, Affiliation Agreements, Articulation Agreements and University to University Cooperation Agreements.	\$200K
Director, Academic Labor Relations	To sign: (1) all agreements reached with academic bargaining units.	\$150K
Chief Information Officer	To sign: (1) Technology Services contracts/purchases; (2) technology non-disclosure agreements.	\$150K
Senior Director of International Student and Scholar Services	To sign: (1) all petitions and required reporting forms related to immigration matters.	\$100K

Associate Provost for Haenicke Institute for Global Education

To sign: (1) all petitions and required reporting forms related to n4(e)11 (por)1 (l)3keW n(t)keW n(t)keW n(t)6.7 (9.4 3o6.6 6.7 (nq2m6 (11 (por)1





Legal Affairs, Risk and Compliance

Position

Contracting Authority and Purchasing Authority

Level of  
Authority

Director and Assistant Director Technology and Innovation Advancement	To sign: (1) all Office of Research Administration Material Transfer Agreements and Non-Disclosure Agreements; (2) data transfer and use agreements; (3) master services agreements; (4) license agreements related to a research project or contract.	\$150K
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Associate Director Pre-

Associate Vice President for Advancement and Foundation Administration	To sign: (1) contracts/purchases that fall within the purview of University Advancement.	\$150K