

## University of Nebraska - Lincoln

### Statement of Delegated Signature Authority

February 12, 2016

ANY CONTRACT SIGNED WITHOUT PROPER AUTHORIZATION PURSUANT TO THE BYLAWS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA, EXECUTIVE MEMORANDUM NO. 14, OR THIS STATEMENT OF DELEGATED SIGNATORY AUTHORITY IS NOT VALID OR BINDING ON THE UNIVERSITY, AND ANY PERSON SIGNING A UNIVERSITY CONTRACT WITHOUT PROPER AUTHORIZATION MAY BE SUBJECT TO DISCIPLINARY ACTION, INCLUDING DISMISSAL.

This document, granting limited signatory authority to the parties listed under the heading "Authority to Sign," is intended to convey responsibility and authority for the execution of contracts to persons other than the UNL Chancellor as permitted by Executive Memorandum No. 14, "Delegation of Administrative Authority to Approve Certain Types of University Contracts." The Chancellor has delegated all authority established in Executive Memorandum No. 14 to the Vice Chancellor for Business and Finance. The Chancellor has further allowed the Vice Chancellor to delegate this authority to those administrative officers and professional staff as required to conduct the business affairs of the University of Nebraska-Lincoln. As applied to the University of Nebraska-Lincoln such authority will be conveyed as delineated below.

While it is the intent of this document to clearly designate the parties to whom such authority has been delegated, some qualifications are imposed at the end of this document which apply to all persons executing contracts on behalf of UNL for the Board of Regents of the University of Nebraska.

Regent Policy Reference	Type of Contract	Upper Dollar Limit	Authority to Sign
6.3.1.4.a and 6.3.1.4.n	<b>General Services, Supplies &amp; Commodities Not Specified Below</b>	\$400,000+	President or authorized Vice President after NU Board of Regents Approval
		\$250,000 - \$399,999 Must Be Reported to Board of Regents	Vice Chancellor, Business & Finance Associate/Assistant VC, Business & Finance Director, Procurement Services
		\$150,000 - \$249,999	Vice Chancellor, Business & Finance Associate/Assistant VC, Business & Finance Director, Procurement Services
		\$25,000 - \$149,000 Informal Request for Bids	Vice Chancellor, Business & Finance Associate/Assistant VC, Business & Finance Director, Procurement Services
		\$1 - \$24,999 Ordering Department is encouraged to obtain quotes, but not required.	Vice Chancellor, Business & Finance Associate/Assistant VC, Business & Finance Director, Procurement Services Designated Procurement Services Specialist
6.3.1.4.b	Public Utility Services	No Limit	Director of Procurement Services Executive Director, Facilities Director, Building Systems Management
6.3.1.4.c	Gasoline, Oil & Diesel Fuel Purchases	No limit	Director of Procurement Services Associate/Assistant VC, Business & Finance Director, Transportation Services
6.3.1.4.d	Livestock & Livestock Feed Purchases or Sales	\$75,000+ \$1 - \$74,999	Dean, IANR Director, Research & Extension Director, Procurement Services Associate VC, University Services
6.3.1.4.e	Resale Products (Products for resale to customers through University facilities)	No Limit	Director, Procurement Services Associate VC, University Services Associate Director, Athletics Director, Student Unions Business Manager, Extended Education Director, Housing Director, Campus Recreation Director, Student Health Center Associate VC, Information Services Director, University Press Director, Museums
6.3.1.4.f	Services Provided by the University to External Parties (Includes research, instruction, consulting, confidentiality agreements, planning, technical assistance, testing, or program development services.)	\$400,000+	President or authorized Vice President after NU Board of Regents Approval
		\$1 - \$399,999	Vice Chancellor, Business & Finance Associate/Assistant VC, Business & Finance
		\$1 - \$50,000	Director, Food Processing Center

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	Institutional Review Board (IRB) Authorization Agreements	No dollar limit	Vice Chancellor, Research & Economic Development Director Research Compliance
6.3.1.4.g	<b>Sale of University-Owned Personal Property</b>	\$250,000+  (Sales between \$100,000 and \$249,000 must be Reported to NU Board as Information Item)  \$1 - \$399,999	President or authorized Vice President after NU Board of Regents Approval   Director or Associate Director, Procurement Services Associate VC, University Services
6.3.1.4.h	<b>Staging, Performance, or Sponsorship of Any Cultural, Performing Arts, Recreational, or Intercollegiate Event</b>		
	Other Athletic Events	\$50,000+ \$1 - \$49,999	Vice Chancellor, Business & Finance Athletic Director Associate/Assistant Athletic Director
	Devaney Center Rentals	\$50,000+ \$1 - \$49,999	Vice Chancellor, Business & Finance Assistant Athletic Director, Facilities
	Student Activities	\$50,000+ \$1 - \$49,999	Vice Chancellor, Business & Finance Director, Campus Recreation Director, Student Involvement
	Lied Center Contracts	\$100,000+ \$1 - \$99,999	Vice Chancellor, Business & Finance Director, Lied Center Associate Executive Director, Lied Center
	Kimball Hall, Westbrook Music Building and Mabel Lee Hall Dance Studio Contracts	\$50,000+  \$1 - \$49,999	Vice Chancellor, Business & Finance  Director, School of Music
	Sheldon Memorial Art Gallery	\$50,000+ \$1 - \$49,999	Vice Chancellor, Business & Finance Director, Sheldon Memorial Art Gallery
	Campus Museums	\$50,000+ \$1 - \$49,999	Vice Chancellor, Business & Finance Director, Campus Museums
6.3.1.4.i	<b>Procurement, De-accession, or Sale of Material to be added to or removed from the Collection of any University Gallery, Library, or Museum Facility</b>	\$200,000+ \$1 - \$199,999	Associate to the Chancellor Dean, Libraries Director, Gallery Director, Museum
6.3.1.4.j	<b>Nebraska Educational TV Services Provided to External Parties</b>	\$400,000+ <i>(Must be Reported to NU Board as Information Item)</i>  \$1 - \$399,999	Vice Chancellor, Business & Finance Associate/Assistant VC, Business & Finance  Director, University Television
6.3.1.4.k	<b>Procurement of Construction Services for a Building, Structure, and Other Improvement to or Demolition of Real Property with a Total Project Cost of \$2,000,000 or Less and Follows Regent Policies 6.2.1 or 6.3.7.</b>  (If sole source, written justification must accompany request and written approval by the Vice Chancellor, Business & Finance is required.)	\$2,000,000+  \$250,000 - \$1,999,999  <i>(Must be Reported to NU Board as Information Item)</i>  \$1 - \$249,999	President or authorized Vice President after NU Board of Regents Approval  Vice Chancellor, Business & Finance Executive Director, Facilities Management & Planning  Assistant VC, Facilities Management & Planning Director, Procurement Services Executive Director, Facilities
6.3.1.4, sub 1	<b>Sole Source Procurement of Personal Property</b>  (A proposed sole source purchase must meet the requirements of subparagraph 1 of paragraph 7 e. of RP-6.2.1. A detailed justification for the sole source purchase must accompany request, and prior written approval by the Vice Chancellor for Business & Finance is required by paragraph 6a of RP-6.2.1. A proposed emergency purchase must meet the requirements of paragraph 4d. of RP-6.2.1.)	\$400,000+  \$150,000 - \$399,999  <i>(Purchases between \$250,000 and \$399,999 must be reported to the NU Board as Information Item)</i>  \$1 - \$149,999	President or authorized Vice President after NU Board Approval.  Vice Chancellor, Business & Finance  Vice Chancellor, Business & Finance Associate VC, University Services Director, Procurement Services
6.3.1.4.m	<b>Procurement of Construction Services for a Building, Structure, and Other Improvement to or Demolition of Real Property with a Total Contract Price in excess of \$2,000,000 and Follows Regent Policies 6.2.1 or 6.3.7</b>	\$2,000,000+  <i>(Must be Reported to NU Board as Information Item)</i>  <i>If sole source, written justification must accompany request and written approval by the Vice Chancellor, Business &amp; Finance is required.</i>	Vice Chancellor, Business & Finance

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		\$1 - \$1,999,999	Assistant/Associate VC, Business & Finance Executive Director, Facilities Management & Planning
6.3.1.4.o	<b>Change Orders related to Procurement of Construction Services for a Building, Structure, or Improvement to or Demolition of Real Property with a Total amendment or change order is the greater of a total price of \$150,000 or represents 1.25% of the total project cost; or Section 6.3.1.4.n where the amendment or change order has a total price of \$100,000 of less.</b>	\$150,000+ or 1.25% of the total project cost	President or authorized Vice President after NU Board Approval.
6.3.1.4.p	<b>Professional Services</b> (Excludes Architect, Engineer, Landscape Architect or Land Surveyor)	\$400,000+	President or authorized Vice President after NU Board Approval.
6.3.1.4.q	<b>Professional Services - Architect, Engineer, Landscape Architect or Land Surveyor and Follows Regent Policies 6.3.2.</b>	\$250,000 - \$399,999 <i>(\$250,000 - \$399,999 Must be Reported to NU Board as Information Item)</i>	Vice Chancellor, Business & Finance
		\$5,000 - \$249,999	Vice Chancellor, Business & Finance Associate VC, University Services Director, Procurement Services Executive Director, Facilities
6.3.1.4.r	<b>Property Rental Lease or License Granted to the University Does Not Exceed 10 years or the Total Lease or License Payments Do Not Exceed \$400,000.</b>	\$1 - \$4,999	Vice Chancellor, Business & Finance Associate VC, University Services Director, Procurement Services Executive Director, Facilities Director, Building Systems Management Department Head
6.3.1.4.s	<b>Competitively Awarded Property Rental Lease or License Granted to an External Party for Non-University Use Does Not Exceed 10 years or the Total Lease or License Payments Do Exceed \$500,000</b>	\$400,000+	After NU Board Approval of Capital Project: Vice Chancellor, Business and Finance
		\$1 - \$399,999	Assistant VC, Facilities Management & Planning Executive Director, Facilities
	<b>Professional Services – Office of Technology Transfer Confidentiality Disclosure Agreements and Material Transfer Agreements</b>	No Limit	Associate Vice Chancellor, Technology Development Portfolio Manager, Technology Development
6.3.1.4.t	<b>Property Rental Lease or License Granted to an External Party for a University Related Use Does Not Exceed 10 years or the Total Lease or License Payments Does Not Exceed \$500,000</b>	\$400,000+	President or authorized Vice President after NU Board Approval.
		\$1 - \$399,000	Vice Chancellor, Business & Finance Executive Director, Facilities Management & Planning
6.3.1.4.s	<b>Competitively Awarded Property Rental Lease or License Granted to an External Party for Non-University Use Does Not Exceed 10 years or the Total Lease or License Payments Do Exceed \$500,000</b>	\$500,000+	President or authorized Vice President after NU Board Approval.
6.3.1.4.t	<b>Property Rental Lease or License Granted to an External Party for a University Related Use Does Not Exceed 10 years or the Total Lease or License Payments Does Not Exceed \$500,000</b>	\$1 - \$499,000 <i>(\$250,000+ Must be Reported to NU Board as Information Item)</i>	Vice Chancellor, Business & Finance Assistant VC, Facilities Management & Planning Director of Facilities Construction and Planning
6.3.1.4.u	<b>Real Property Easements to a Governmental</b>	\$100,000+	President or authorized Vice President after NU Board Approval.

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	<b>Entity or to a Public Utility</b>	\$1 - \$99,999 <i>(\$50,000 - \$99,999 Must be Reported to NU Board as Information Item)</i>	Vice Chancellor, Business & Finance Executive Director, Facilities Construction & Planning
6.3.1.4.v Sept 9, 2009 BOR Assignment to NUtech Ventures & NUtech Ventures Signature Delegation Policy	<b>Technology Licensing Agreements for Commercial Purposes</b>	<i>Technology Licensing Agreements - No Limit</i>  <i>(Must be Reported to NU Board as Information Item)</i>	Executive Director, NUtech Ventures
Sept 9, 2009 BOR Approval and NUtech Ventures Signature Delegation Policy	<b>Confidential Disclosure Agreements, Nondisclosure Agreements, Assignment Agreements &amp; Material Transfer Agreements</b>	<i>No Limit</i>	Executive Director, NUtech Ventures Associate/Assistant Director, NUtech Ventures Director, UNL Office of Sponsored Programs Associate Director, UNL Office of Sponsored Programs Vice Chancellor, Research and Economic Development Assistant Vice Chancellor, Research and Economic Development
6.3.1.4.v	<b>Sponsorship/License of Intercollegiate Athletics</b>	\$4,000,000+  \$500,000 - \$3,999,999  \$1 - \$499,999	President or authorized Vice President after NU Board Approval.  Vice Chancellor, Business & Finance  Associate Athletic Director
6.3.1.4.w	<b>Employment Contracts Covered by Section 3.2 of the Bylaws of the Board of Regents</b>	No dollar limit	Senior VC, Academic Affairs Vice Chancellor, IANR
<i>Neb. Rev. Stat. §§ 13-804 and 13-805</i>	<b>Interlocal Cooperation Agreements</b>	No dollar limit	President or authorized Vice President after NU Board Approval.
Executive Memo #20	<b>UNL Trademarks, Trade Names, Copyrighted Designs, Logos</b>	No dollar limit	Vice Chancellor, Business and Finance Director, University Communications Director, UNL Athletics Licensing Office
	<b>Revenue Generating Contracts</b>	\$25,000+  \$1 - \$24,999  Nebraska Tractor Test Lab (NTTL) \$1 - \$49,999	Vice Chancellor, Business and Finance  Vice Chancellor, Business and Finance Director, Procurement Services Director, IANR Filley Hall Business Center
Executive Memo #13	<b>Personnel Actions</b>	No Limit	Chancellor Vice Chancellor Assistant/Associate Vice Chancellor Dean/Director Assistant/Associate Dean/Director College or major unit Business Officer Department Head/Chair IANR Business Manager Business Office Representative Hiring Manager/Supervisor Human Resource Specialist Unit Human Resource Director
	Vice Chancellor and Dean initial appointment and renewal, extension, or amendment	No limit	Chancellor, NU President, and Board of Regents
	Athletic Director initial appointment and renewal, extension, or amendment	No limit	Chancellor and NU President
	Special Appointments (Defined in Regents Bylaw 4.4.1), initial appointment and renewal, extension, or amendment	\$500,000+ and/or exceeding 4-years  \$1 - \$499,999	Chancellor and NU President  Vice Chancellor Dean/Director Department Head
	Personnel Terminations with Liquidated Damages	\$500,000+ \$1 - \$499,999	Chancellor and NU President Chancellor Vice Chancellor

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**Additional Considerations:**

Designees may be appointed by the person granted signatory authority in this document only if the names of such designees are forwarded to the UNL Office of the Vice Chancellor for Business and Finance for written approval.

Periodic submittals of contracts signed under this delegation of authority may be requested by the UNL Office of the Vice Chancellor for Business and Finance for the purpose of random sample review.

All contracts involving "gratuities" to UNL must be forwarded for approval to the UNL Vice Chancellor for Business and Finance (and in certain instances, the Chancellor). For example, gifts of computing equipment, athletic equipment (e.g., as part of contract with a coach), or other "surplus" equipment, must be approved by the UNL Office of the Vice Chancellor for Business and Finance.

Contracts containing incomprehensible or ambiguous language with regard to the rights of UNL, especially in so far as legal issues are concerned, must be forwarded to the UNL Vice Chancellor for Business and Finance for signature.

Contracts relating to products or services in which the dollar value is uncertain or unclear must be forwarded to the UNL Vice Chancellor for Business and Finance for signature.

In any case in which the person possessing the delegated authority is uncomfortable about any part of the contract presented, it should be forwarded to the UNL Office of the Vice Chancellor for Business and Finance for signature.