

**University of Nebraska-Lincoln
Delegation of Administrative Authority to Approve Certain Types of University Contracts
Pursuant to Executive Memorandum No. 14**

**Effective
4/25/19**

NOTE: If no amount is specified, "Yes" means delegation of authority is equal to the level of the next highest delegator.		UNIVERSITY-WIDE		ON CAMPUS - UNL												
Type of Decision	Position	Authorized by	President	Vice President, Finance	Chancellor(s)	Delegated by Chancellor										
						Vice Chancellor Business and Finance	Associate Vice Chancellor Business and Finance	Assistant Vice Chancellor Facilities Management and Planning	Assistant Vice Chancellor Facilities Maintenance and Operations	Director Procurement	Director Transportation Services	Executive Director NUtech Ventures	Directors of Athletics, Lied Center, Museums, Music, Sheldon, Rec Center and Student Involvement	Department Heads, Deans and Directors	Designated Procurement Specialist	
1	PUBLIC UTILITIES. Any contract with a public utility or similar organization for the purchase of public utility services routinely used in the course of business in operation of the University.	RP-6.3.1(4)(a)	Yes	Yes	up to \$5,000,000	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No
2	FUEL PURCHASES. Any contract for the purchase of fuels (including but not limited to gasoline, oil, diesel fuel, propane, etc.) routinely used in the regular course of business in operation of the University.	RP-6.3.1(4)(b)	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	No	No	No	No
3	STAGING, CULTURAL, PERFORMING ARTS, ETC. Any contract relating to the staging, performance, or sponsorship of any cultural, performing arts, recreational, or intercollegiate athletic event.	RP-6.3.1(4)(c)	Yes	Yes	Yes	Yes	No	No	No	No	No	up to \$50,000; Lied Ctr up to \$150,000	No	No	No	No
4	CONSTRUCTION SERVICES. Any contract for the procurement of construction services for a building, structure, or other improvement to real property which does not exceed \$5,000,000 in the aggregate.	RP-6.3.1(4)(d)	Yes	Yes	up to \$2,000,000	Yes	No	up to \$500,000	up to \$500,000	up to \$250,000	No	No	No	No	No	No
5	OTHER NOT SPECIFIED. Any contract of any nature, not otherwise described in Section 6.3.1(4); provided that the contract does not exceed \$5,000,000 in the aggregate over the term of the contract.	RP-6.3.1(4)(e)	Yes	Yes	up to \$2,000,000	Yes	up to \$500,000	No	No	up to \$250,000	No	No	No	up to \$5,000 + terms of ONE year or less	up to \$100,000	up to \$100,000
6	LICENSE FOR MARKETING/SALE OF COURSES OR INSTRUCTION. Any contract granting a license or assigning the right to grant a license in regard to the marketing or sale of any University class or course of instruction.	RP-6.3.1(4)(e)	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
7	MARKETING/SALE OF COURSES OR INSTRUCTION. Any contract for services relating to the marketing or sale of any University class or course of instruction by a licensee or assignee of the University.	RP-6.3.1(4)(e)	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
8	REAL PROPERTY CONSTRUCTION. Any amendment of or change order to a contract for the procurement of construction services for a building, structure, or other improvement to real property, if such contract is duly approved by the Board of Regents or duly approved and executed pursuant to Section 4d, provided all such amendments or change orders for the project do not exceed, in the aggregate, the greater of \$1,000,000 or 1.25% of the total project cost.	RP-6.3.1(4)(f)	Yes	Yes	up to \$1,000,000	Yes	No	up to \$250,000	up to \$250,000	No	No	No	No	No	No	No
9	PROFESSIONAL SERVICES NOT CONSTRUCTION-RELATED. Any contract for the procurement of professional services, except services of a licensed architect, engineer, landscape architect, or land surveyor, where the total fee for services, including contractor expenses, will not exceed \$2,000,000.	RP-6.3.1(4)(g)	Yes	Yes	up to \$2,000,000	Yes	No	No	No	up to \$250,000	No	No	No	No	No	up to \$100,000
10	ACCOUNTING/AUDITING. Any contract with an accounting/auditing firm.	RP-6.3.1(4)(g)	Requires Pre-approval by Board of Regents' Audit, Risk, and Compliance Committee		Requires Pre-approval by Board of Regents' Audit, Risk, and Compliance Committee	Requires Pre-approval by Board of Regents' Audit, Risk, and Compliance Committee										
11	PROFESSIONAL SERVICES OF ARCHITECTS, ENGINEERS, SURVEYORS. Any contract for the procurement of professional services of an architect, engineer, landscape architect, or land surveyor, where the firm has been selected in accordance with RP-6.3.2.	RP-6.3.1(4)(h)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	No	No	No	No	No
12	LEASE OR LICENSE TO USE REAL PROPERTY. Any contract granting to a party a lease or license to use University real property, provided (1) the term of the lease or license does not exceed twenty (20) years, or (2) the total aggregate rents or license fees payable over the term of the lease or license do not exceed \$5,000,000.	RP-6.3.1(4)(i)	Yes	Yes	up to \$2,000,000	Yes	No	up to \$500,000	up to \$500,000	No	No	No	No	No	No	No
13	GRANT OF EASEMENT. Any contract for or grant of an easement encumbering University real property where the value of the encumbrance of the easement and associated damages does not, in the reasonable judgment of the University, exceed a commercial value of \$1,000,000.	RP-6.3.1(4)(j)	Yes	Yes	up to \$1,000,000	Yes	No	up to \$250,000	up to \$250,000	No	No	No	No	No	No	No
14	GRANT OF COMMERCIAL LICENSE OF UNIVERSITY TECHNOLOGY. Any contract granting a license or assigning the right to grant a license in any University technology as part of the transfer of such technology for commercial purposes.	RP-6.3.1(4)(k)	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	No	No	No	No
15	EMPLOYMENT CONTRACTS. Any contract of employment with a University faculty or staff member, including UNMC Terms of Employment Agreements with clinical faculty and UNMC Supplemental Compensation Agreements, for appointments and salary obligations that may be approved by the President or his or her designees under Section 3.2 of the Bylaws.	RP-6.3.1(4)(l)	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No
16	REAL PROPERTY DISPOSAL. Any contract for the disposal of real property that the President is authorized to approve in accordance with RP-6.2.3.	RP-6.3.1(4)(m)	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No
17	ACCEPTANCE OF GIFT OR GRANT. Any contract relating to acceptance of a gift or grant that the President or a Chancellor is authorized to accept in accordance with RP-6.6.7.	RP-6.3.1(4)(n)	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No
18	SUBCONTRACT AWARD ASSOCIATED WITH GRANT. Any subcontract awarded in accordance with a grant to the University in the normal course of business	RP-6.3.1(4)(o)	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No

UNL Delegation of Signature Authority
Special Considerations-UNL

SPECIAL CONSIDERATIONS may be addressed by formal delegation from the Chancellor.

Board of Regents' Policy	Pursuant to	From	UNL Department/College	Delegate	Date of Delegation	Limits	Purpose/Type of Delegation
RP 6.3.1 (4)(n) RP 6.3.1 (4)(o)	Executive Memorandum #14	Chancellor, Ronnie Green	Research	Vice Chancellor for Research & Economic Development, Director of Sponsored Programs, Associate Director of Sponsored Programs, and Assistant Vice Chancellor for Research	April 25, 2019	up to \$1,000,000	INCOMING CONTRACT AWARDS up to \$1,000,000 and up to \$1,000,000 on outgoing subawards under a sponsored agreement.
RP 6.3.1 (4)(n)	Executive Memorandum #14	Chancellor, Ronnie Green	Research	Vice Chancellor for Research & Economic Development, Director of Sponsored Programs, Suzan Lund, and Assistant Vice Chancellor for Research	April 25, 2019	up to \$1,000,000	GRANT AWARDS. Any contract relating to acceptance of a gift or grant.
RP 6.6.7	Executive Memorandum #14	Chancellor, Ronnie Green	Research	Vice Chancellor for Research & Economic Development, Director of Sponsored Programs, Associate Director of Sponsored Programs, and Assistant Vice Chancellor for Research	April 25, 2019	\$0 agreement	Confidentiality Agreements, Non-Disclosure Agreements and Material Transfer Agreements related to Sponsored Programs.
RP 6.3.1 (4)(e)	Executive Memorandum #14	Chancellor, Ronnie Green	Libraries	Responsible Dean	April 25, 2019	up to \$100,000	Procurement, De-accession, or Sale of Material to be added to or removed from the Collection of the Library Facility.
RP 6.3.1 (4)(e)	Executive Memorandum #14	Chancellor, Ronnie Green	IANR	Responsible Dean	April 25, 2019	up to \$75,000	Livestock & Livestock Feed Purchases or Sales
RP 6.3.1	Executive Memorandum #14	Chancellor, Ronnie Green	Procurement	Director, Procurement or Supply Chain Council	April 25, 2019	\$0 agreement	e-Procurement agreement for enablement of suppliers in eSHOP.
RP 6.3.1	Executive Memorandum #14	Chancellor, Ronnie Green	Various	Responsible Dean	April 25, 2019	up to \$50,000	Student experience agreements, both revenue-generating and/or zero-dollar
RP 6.6.7	Executive Memorandum #14	Chancellor, Ronnie Green	Center for Great Plains Studies	Director, Center for Great Plains Studies	October 31, 2019	Up to \$4,999	Gifts under \$5,000