

POLICY:

Issued: February 4, 2011
Updated: June 21, 2011
Updated: TBD

PURPOSE:

To establish guidelines for delegation of signatory authority for all contracts and procurements utilized by Plant Operations staff.

POLICY GUIDELINES:

- A. All purchases should conform to MAPP 04.01.01 for Purchase Orders and MAPP 04.04.01A for contracts.
- B. All purchases over \$5,000 are required to be submitted through UH Purchasing.
- C. All standard contracts and forms utilized must be approved by The Office of General Counsel (OGC). Each approved standard contract and form is available through the OGC website.
- D. Project Managers do not have signature authority for any contracts, purchase orders or requisitions.

DELEGATION:

I. PURCHASE & CONSTRUCTION CONTRACTS

A. Signatory Levels

Amount	Signature(s) Required <i>(if applicable)</i>
Up to \$5,000	1. Service Area Manager
Up to \$10,000	1. Service Area Manager 2. Assistant/Associate Director
Up to \$15,000	1. Service Area Manager 2. Assistant/Associate Director 3. Director / Principal Project Manager
Over \$15,001 Up to \$50,000	1. Service Area Managers 2. Assistant/Associate Director 3. Director / Principal Project Manager 4. Executive Director
Over \$50,001 Up to \$1,000,000	1. Service Area Manager 2. Assistant/Associate Director 3. Director / Principal Project Manager 4. Executive Director 5. Exec VP/VC, Administration & Finance
Over \$1,000,001 Up to \$4,000,000	1. Service Area Manager 2. Director / Principal Project Manager 3. Executive Director 4. Executive VP/VC, Administration & Finance 5. President/Chancellor
Over \$4,000,000	1. All Signatory Levels <i>and</i> 2. UHBOR

B. Change Orders

1. If the amount of a change order increases the purchase/construction contract amount into a higher signatory level, then the purchase/construction contract must be approved by all signatory authorities delegated to that level.
2. For each change order submitted, the contract cover memo must reference the a) original contracted amount, b) approver(s) of the original contract and c) approval date.

C. Purchases Only

Amount	Signature(s) Required (if applicable)
Up to \$5,000	1. FM Shop Supervisor / Service Area Manager
Up to \$10,000	1. FM Shop Supervisor / Service Area Manager 2. Assistant/Associate Director
Up to \$15,000	1. FM Shop Supervisor / Service Area Manager 2. Assistant/Associate Director 3. Director / Principal Project Manager
Over \$15,001 Up to \$50,000	1. FM Shop Supervisor / Service Area Managers 2. Assistant/Associate Director 3. Director / Principal Project Manager 4. Executive Director
Over \$50,001 Up to \$1,000,000	1. FM Shop Supervisor / Service Area Manager 2. Assistant/Associate Director 3. Director / Principal Project Manager 4. Executive Director 5. Exec VP/VC, Administration & Finance
Over \$1,000,001 Up to \$4,000,000	1. FM Shop Supervisor / Service Area Manager 2. Assistant/Associate Director 3. Director / Principal Project Manager 4. Executive Director 5. Executive VP/VC, Administration & Finance 6. President/Chancellor
Over \$4,000,000	1. All Signatory Levels <i>and</i> 2. UHBOR