



EASTERN OREGON  
UNIVERSITY

**CONTRACT SIGNATURE AUTHORITY STRUCTURE**

<u>CONTRACTS</u>	<u>DOLLAR AMOUNTS</u>	<u>APPROVAL REQUIREMENTS</u> <i>When necessary, a VP may delegate their signature authority to an appropriate individual, which must be documented through the Laserfiche Delegation of Signature Form maintained by the Finance and Administration Department</i>
Non-Capital Contracts, Purchases and Projects	> \$1,000,000	VP for Finance and Administration or AVP for Finance and Administration <b>AND</b> EOU Board of Trustees
Construction and Capital Improvement Contracts	< \$2,000,000	Director of Facilities, and VP for Finance and Administration or AVP Finance and Administration
Construction and Capital Improvement Contracts	> \$2,000,000	Director of Facilities, VP for Finance and Administration or AVP Finance and Administration, <b>AND</b> EOU Board of Trustees
Personal Service Agreements	< \$7,499	Dean, Director, Designated VP, or Provost, and PSA Coordinator
Personal Service Agreements	> \$7,500	Department Head, Dean, Director, Designated VP, or Provost, and VP for Finance and Administration or AVP Finance and Administration
Simple Facilities Use Agreement (1 Day or Less)	All	Events and Conference Services Manager
Complex Facilities Use Agreement (More than 1 day)	All	Events and Conference Services Manager, and VP for Finance and Administration or AVP Finance and Administration
Grant or Sponsored Project Proposals	All	Principal Investigator, AND Departmental Head, Dean, or Director (if applicable), AND Provost or Designated VP, AND Grant Accountant, AND VP for Finance and Administration or AVP for Finance and Administration
Grant or Sponsored Project Final Contract	All	VP for Finance and Administration or AVP for Finance and Administration
Software Agreements	< \$25,000	CIO
Software Agreements	> \$25,000	CIO, and VP for Finance and Administration or AVP for Finance and Administration
Information Technology Contracts	All	CIO, and VP for Finance and Administration or AVP for Finance and Administration
Legal Services	All	University General Counsel
Royalty Agreements	All	VP for University Advancement
All Other Contracts, Agreements, MOUs, etc.	All	VP for Finance and Administration or AVP for Finance and Administration

**PRESIDENT APPROVAL OF DELEGATED SIGNATURE AUTHORITY**

The individuals listed above have delegated signature authority to execute contracts and other legal documents on behalf of the institution

President, Eastern Oregon University  Date December 6, 2024