

Utah Tech University Policy

149 A: Addendum: Signature Authority for Official Documents



This list is reviewed at least once each fiscal year by the President’s Cabinet, updated as needed, and reposted as an addendum to Policy 149.

Signature Authority for Official Documents
University President
Agreements regarding participation in intercollegiate athletic conference
Board of Trustees resolutions
Diplomas and certificates
Employee settlement agreements, including Early Retirement and Phased Retirement agreements
Final disposition(s) of faculty/staff appeals
Gift agreements with restrictions, including naming rights
Items requiring Presidential approval by the Utah Board of Higher Education
Notices of faculty promotion and awards of post-probationary status
Provost and Vice-President of Academic Affairs
Clinical training agreements
Contracts with academic speakers, performing artists, etc.
Credit articulation agreements
Grant proposals and agreements with no matching funds or indirect costs
International student recruitment contracts
International study abroad / exchange agreements
Licensing agreements for library resources
Notices of faculty appointments
Partnership agreements with businesses and organizations to support academic programs. Examples include research partnerships, joint projects, experiential learning, curricular partnerships, etc.
Procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within budgetary authority

Software agreements supporting academic programs
Student internship agreements with companies
Multi-year institutionally funded scholarship and waiver offers to students and prospective students
Contracts / agreements for scholarship, loan, and employment aid programs
Official Documents concerning art collection and gallery (exhibits, loans, etc.)
Vice-President of Administrative Affairs
Agreements with governmental auditing entities
All contracts with payment terms greater than one year
Banking and financial services agreements
Benefit agreements with external entities
Capital leases
Construction / remodeling contracts \$50,000 and over
Contracts for performing artists outside Academic Affairs and Student Affairs
Debt financing documents
Food services and vending contracts
Campus-wide sponsorship agreements (pouring-rights, etc.)
Grant proposals and agreements with matching funds and indirect costs
Intellectual property (copyright and patent) agreements involving institutional rights
Non-employee Settlement Agreements
Procurement contracts \$100,000 and over (all)
Professional service agreements
Public telecommunication permits and licenses
Purchase requisitions over \$100,000 (all)
Purchase requisitions under \$100,000 within budgetary authority
Real property and real estate rental agreements (including rentals other than Alumni House)
Software licensing contracts / agreements over \$50,000
Sole source contracts
Special contracts with benefit providers, including insurance
Technology licensing contracts / agreements
Telecommunication and network contracts / agreements over \$50,000
Trademark licensing
Waivers of bidding

Vice-President of University Advancement
Grant proposals and agreements without matching funds or indirect costs
Procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within budgetary authority
Rental contracts for the Alumni House
Scholarship, loan, and financial aid agreements with outside entities
Trust, annuity, and bequest contracts
University Foundation agreements
Unrestricted gift and pledge agreements
Vice-President of Student Affairs
Contracts for Student Affairs-sponsored speakers and performing artists
Grant proposals and agreements with no matching funds or indirect costs
Procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within budgetary authority
Vice President of Marketing and Communication
Marketing and Communication-related procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within the budgetary authority
Mass media agreements (other than Intercollegiate Athletics)
Director of Intercollegiate Athletics
Athletics-related procurement contracts under \$100,000 and for no more than a one-year term
Purchase requisitions under \$100,000 within budgetary authority
Athletic scholarship agreements
Contracts/agreements related solely to athletic donations and/or athletic program and/or athletic venue sponsorships.
Intercollegiate Athletics broadcasting agreements
Athletic Head Coach contracts
Director of Purchasing
Procurement contracts up to \$50,000, including multi-year terms

Assistant Vice President of Facilities Management
Construction / remodeling contracts up to \$50,000, including multi-year terms
Chief Information Officer
IT audits and consulting contracts / agreements up to \$50,000, including multi-year
IT infrastructure contract / agreements up to \$50,000, including multi-year terms
Software licensing contracts / agreements up to \$50,000, including multi-year terms
Telecommunication and network contracts / agreements up to \$50,000, including multi-year terms
Executive Director of Event Services and Risk Management
Event agreements, including equipment rentals for events up to \$50,000, including multi-year terms
Facility use agreements, including equipment rentals to be used in the facility, up to \$50,000, including multi-year terms

Policy Owner: General Counsel
Policy Steward: General Counsel

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