

3339-1-06

APPENDIX
SIGNATURE AUTHORIZATIONS

(A) Real property

The board of trustees must approve all contracts involving the purchase or sale of real estate. This provision does not include the release of interests by the university for the purchase of land rents as provided in 3339.03 of the Revised Code.

The president and secretary to the board are authorized to execute transfers of real property to release land rent interests and as otherwise authorized by the board. The senior vice president for finance and business services and the general counsel shall serve as alternates for the president and secretary to the board.

The senior vice president for finance and business services is also authorized to enter into leases of university real property or leases of real property for the benefit of the university.

(B) Capital improvements

The board of trustees retains sole authority with respect to contracts for capital improvement projects (repair, maintenance, renovation or new construction) unless otherwise specifically delegated by board resolution or as follows:

- (1) Capital improvement projects are defined as any initiatives undertaken on behalf of the university that improve the physical environment. Projects covered under this policy include, but are not limited to, activities that involve design, repair, maintenance, construction, reconstruction, renovation, demolition, landscaping, roads and grounds improvements/maintenance, building and systems repairs/replacement, client-specific projects, major emergency responses and any capital improvement project. This excludes items that would appropriately be directed through the procurement process and subject to the University's procurement policies and guidelines. All such projects shall adhere to all applicable laws and regulations.
- (2) The senior vice president for finance and business services shall have the responsibility and authority for contracting for any capital improvement project of any kind (repair, maintenance, renovation, or new construction) estimated to cost two million five hundred thousand dollars or less. The senior vice president for finance and business services shall report regularly to the finance and audit committee on the status of each capital improvement project of one million dollars or more.
- (3) Any capital improvement project estimated to cost more than two and a half million dollars shall require specific authorization by the board of trustees. Once a project of more than two million five hundred thousand dollars has been approved by the board, the university shall not increase the project costs (including costs for design, construction, construction

management, or other services) presented to the board at the time of authorization without specific board approval except as follows:

- (a) For projects more than two million five hundred thousand dollars but less than ten million dollars, the senior vice president for finance and business services shall have the authority to increase individual contracts, approve change orders or the total project budget as long as the increases do not exceed ten per cent of the original total projected budget or five hundred thousand dollars whichever is less, and an appropriate report is made to the board's audit and finance committee at its next regularly scheduled meeting.
- (b) For projects over ten million dollars, the senior vice president for finance and business services shall have the authority to increase individual contracts, approve change orders or the total project budget as long as the increases do not exceed ten per cent of the original total project budget or one million, whichever is less, and an appropriate report is made to the board's finance and audit committee at its next regularly scheduled meeting.
- (c) For any energy-saving project estimated to cost less than four million dollars issued in accordance with all applicable laws and regulations, the senior vice president for finance and business services shall have the requisite authority to enter into such contracts on behalf of the university. This approval constitutes complete authorization for the project including site selection, design, construction, financing and any services needed, except as specifically noted in the authorization resolution.

(C) Purchase of goods and services

The board authorizes the president, the provost and the senior vice president for finance and business services to sign all contracts, purchase orders, documents and papers that require the expenditure of funds by the university or are necessary for the good and efficient operation of the university. The vice presidents, deans, directors, chairs and other heads of offices are authorized to purchase goods and services through such purchasing policies and procurement procedures as may be authorized by the senior vice president for finance and business services.

(D) Securities

The board authorizes any of the following officers of the university to buy, sell, assign, transfer and convey any and all securities of any company, corporation or association, now or hereafter registered in the name of or belonging to the president and trustees of the Miami university, or standing in the name or belonging to the university in any capacity: the chair of the board of trustees of the university, the president of the university, the senior vice president for finance and business services and treasurer of the university, the associate treasurer of the university, the general counsel of the university, or the secretary to the board of trustees of the university.

(E) Delegation

The board authorizes the president, the provost and the senior vice president for finance and business services to delegate some or all of the authority conferred under this rule to other officers or employees of the university. All delegations of authority whether by the president, the provost, or the senior vice president for finance and business services shall be in writing, shall identify the delegate by title and/or position of employment, shall describe the scope of the authority provided by the delegation, shall bear the signature of the president, provost or senior vice president for finance and business services, and shall expire on the earlier of:

- (1) The date of expiration contained in the written delegation,
- (2) The date the delegate ceases to serve in the position to which authority has been delegated;
or
- (3) Written notice of revocation of the delegation signed by the president, provost, or senior vice president for finance and business services.

No person receiving a delegation may further assign or delegate to any other person all or any part of the delegated authority. All such delegations shall be filed with the office of general counsel.