

Delegation of Authority for the University of West Georgia
effective 3/20/2019

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Delegated Authority	Board of Regents' Rules and Regulations as of 08.09.13	From Primary Delegate	Primary Institutional Designee *	Secondary or additional approvals *	Effective Date of Delegation	Delegate
<p>Research and Sponsored Project Agreements Delegation of authority to execute, accept, or deliver, on behalf of the Board and affecting his or her institution where for monetary compensation or other good and valuable consideration, the institution agrees to perform certain institution-oriented research or other personal services.</p>	Sec 2.6.4(1)	President	Executive Director, Office of Research & Sponsored Projects Assoc. Vice President & Dean for Graduate School Senior Vice President, Business & Finance Vice President, Academic Affairs	Asst. Director, Office of Research and Sponsored Projects		Yes
<p>Medical Agreements related to Academic Requirements Delegation of authority to execute, accept, or deliver on behalf of institutions of the University System of Georgia and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned. Said agreements shall be effective for one year with the option of annual renewal as specified therein and shall be subject to cancellation by either party.</p>	Sec 2.6.4(2)	President	Vice President, Academic Affairs			Yes
<p>Reciprocal emergency law enforcement agreements Delegation of authority to execute, accept, or deliver on behalf of institutions reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act as amended.</p>	Sec 2.6.4(3)	President	Senior Vice President, Business & Finance Chief of Police			Yes
<p>Settlements of grievances and complaints (including those filed by state and federal agencies) to \$100,000 Delegation of authority to execute, accept, or deliver on behalf of institutions that do not include a monetary commitment of more than \$100,000.</p>	Sec 2.6.4(4)	President	University Counsel (Up to \$10,000) Senior Vice President, Business & Finance (Up to \$10,000) Asst. Vice President, Human Resources(Up to \$10,000)			Yes

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A USG institution may accept gifts, bequests, agreements, or declarations of trust, except gifts of real property. By accepting such gifts, donations, bequests, or declarations of trust, the president of the institution affirms that the gift or donation carries no obligations to the institution that may conflict with state law or Board of Regents policy. The president also affirms that acceptance of the gift or donation will not impose a financial burden on the institution beyond that which can be managed within its current budget. If acceptance of the gift or donation would require the institution to incur additional cost that cannot be borne within current resources, the institution shall be required to obtain the approval of the Board of Regents before the gift or donation is formally accepted.	Sec 7.4	BOR	President Senior Vice President, Business & Finance			Yes
Gifts of Real Property Presidents of University System institutions are <u>not</u> authorized to accept gifts of real property on behalf of the Board	Sec 9.9.2	Chancellor USG Chief Facilities Officer				No
Budget Amendments Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents	Sec 7.2.4	President	Senior Vice President, Business & Finance (Amounts in excess of \$100,000 require notification to the President) Exec. Director, Budget (Amounts in excess of \$100,000 require notification to the President)			No
Tuition Agreements with Corporations, Organizations, and Other Legal Entities University System of Georgia institutions may enter into agreements with customers (defined as corporations, organizations, agencies, or other legal entities) for the delivery of credit and non-credit courses and programs	Sec 2.6.4(1) Sec 7.3.1.5 Sec 7.3.2.2	President	Director of Continuing Education Vice President, Academic Affairs			Yes
Fees (Mandatory) All mandatory student fees collected by an institution, as well as any proposals to increase or create a mandatory student fee or to change the purpose of an existing mandatory student fee, shall be proposed and administered by the President of the institution and presented to an advisory committee composed of at least 50 percent students appointed by the institution's Student Government Association for advice, counsel, and a vote prior to the institution submitting the request to the Board of Regents.	Sec 7.3.2.1	Approval by BOR	NA	NA		Yes
Fees (Elective & Special Charges) Other elective fees and special charges are defined as those fees and charges which are paid selectively by students. These fees and charges may include, but are not limited to, resident hall deposits, penalty charges, non-mandatory parking fees and parking fines, library fines, laboratory fees, post office box rentals, and supplemental course materials fee. Institutional presidents are authorized to establish and adjust these fees, as appropriate. Excludes: Fees that support debt service must be approved by the BOR	Sec 7.3.2.2	President	NA	NA		Yes

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Waiver of Out of State Tuition An Institution may award out-of-state tuition differential waivers and assess in-state tuition for certain non-Georgia residents under certain conditions as cited in the Board of Regents Policy Manual sec 7.3.4.	Sec 7.3.4.1	President	Assoc. Vice President for Student Affairs & Enrollment Management Registrar Director of Admissions Director of Graduate Programs, Athletic Director Director of International Student Admissions & Programs			Yes
Waiver of mandatory fees An institution may waive mandatory fees for students, <u>excluding technology fees</u> for the conditions cited in the Board of Regents Policy Manual sec 7.3.4.2.	Sec 7.3.4.2	President	Senior Vice President, Business & Finance Vice President, Student Services Assoc. Vice President for Finance/Controller			Yes
Waiver of Fees for Georgia's "Dual Enrollment" Program Institutions of the University System of Georgia shall waive any fee defined by the Board as a mandatory fee not covered by the per student state funds amount reimbursed by the Department of Education for high-school students participating in Georgia's "Dual Enrollment" program.	Sec 7.3.4.4	BOR				No
Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans Does not apply to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).	Sec 7.3.4.3	BOR				No
Waiver of Elective Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans Applies to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).	Sec 7.3.4.3 Sec 7.3.2.2	President	Senior Vice President, Business & Finance Vice President, Student Services Assoc. Vice President for Finance/Controller			Yes

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Continuing Education Fees Institution presidents shall be authorized to establish fees for noncredit-hour courses and programs	Sec 2.6.4(1) Sec 7.3.1.5 Sec 7.3.2.2	President	Senior Vice President, Business & Finance Vice President, Academic Affairs Director of Continuing Education			Yes
Open bank accounts The president of each Institution of the University System shall determine the bank or banks where funds are deposited	Sec 2.6.1 Sec 2.6.4(1) Sec 7.5.1	BOR	President			No
Investments Institutions should develop an investment policy which fosters sound and prudent judgment in the management of assets to ensure safety of capital consistent with the fiduciary responsibility each institution has to the citizens of Georgia and which conforms with Board of Regents Investment policy.	Sec 2.6.1 Sec 2.6.4(1) Sec 7.5.2	BOR	Senior Vice President, Business & Finance			Yes
Sale of Securities The Vice Chancellor for Fiscal Affairs and Treasurer of the Board, with the approval of the Chair or Vice Chair of the Board, is authorized and empowered to sell and assign, or request payment or re-issue of any and all United States securities of any description registered on the books of the Treasury Department, or registered securities with respect to which the Treasury Department acts as the transfer agency, now or hereafter held by Regents of the University System of Georgia as executor, administrator, guardian, trustee, or in any fiduciary capacity whatsoever, and also to sell and assign any such securities which the Board of Regents is, or shall be, authorized or empowered to sell and assign as attorney for, or other representative of, the owner thereof.	Sec 7.5.4	USG Chief Fiscal Officer				
Georgia Eminent Scholars Endowment Trust FUND The criteria for persons selected to hold such chairs shall be established by the president of the institution concerned.	Sec 7.5.5	BOR				No
Trademarks The presidents of University System institutions are authorized to execute on behalf of the Board of Regents certain applications for trademark and service mark registration, declarations of continuing use, declarations concerning use of specimens, conversions of applications from Principal to Supplemental Register, applications for renewal and license agreements which permit the manufacture, sale, use or distribution of services or goods bearing University System trademarks representative of the institution. Notice of trademark and service mark applications shall be sent to the Chancellor within 10 days after filing.	Sec 2.6.4(1) Sec 7.11.8	BOR	President	Senior Vice President, Business & Finance Vice President, University Advancement University Counsel		Yes

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Use of State Property In Political Campaigns Each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president.	Sec 2.6.4(1) Sec 9.10.6.1	President				No
Use of State Property by Outside Parties When an outside party requests permission to use a campus facility for an event which is not contrary to the mission of the institution but which holds a potential for harm to the participants as a result of which a liability could be incurred, the president of the institution shall require the completion of a license agreement including a properly executed indemnification and liability insurance agreement	Sec 2.6.4(1) Sec 9.10.6.3	President	Senior Vice President, Business & Finance Assoc. Vice President, Auxiliary Enterprises			Yes
Use of State Property by Outside Parties - Newnan Center When an outside party requests permission to use a campus facility for an event which is not contrary to the mission of the institution but which holds a potential for harm to the participants as a result of which a liability could be incurred, the president of the institution shall require the completion of a license agreement including a properly executed indemnification and liability insurance agreement	Sec 2.6.4(1) Sec 9.10.6.3	President	Senior Director, Chief Administrative Officer of Off-Campus Programs			Yes
Leasing Authority as Tenant	Sec 9.11.1	Chancellor				No
Lease of Residential Facilities (Lessor) Must be compatible with the mission of the institution and must not be disruptive to the institution's students occupying housing. Leases for other than an institution's own students will only be considered in priority order for cooperative interns, college students, education institutions, or not-for-profit education institutions. Leases to individuals or groups not in these categories will not be considered.	Sec 9.10.3	Chancellor	President may recommend up to 2,000 sq ft.			No
Travel Advances: Employees/Students Team or Groups Authorizes the payment of travel advances to employees of the institution for the purposes of fulfilling the travel needs of a group or team.	Sec 7.6 BPM 4.8.1 BPM 4.8.5	President	Senior Vice President, Business & Finance Assoc. Vice President for Finance/Controller (Up to \$35,000) Director, Accounting (Up to \$15,000) Asst. Director, Accounting Operations (up to \$9,000) Travel Manager (up to \$1,500)			Yes

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Agreements for Student Employment by outside organizations Ability to authorize agreements which would result in a billing to outside organizations to recoup costs for federal work study program.	Sec 2.6.4(1)	President	Vice President, Student Services Senior Vice President, Business & Finance Assoc. Vice President for Finance/Controller Director, Career Services			Yes
Governmental Forms(Non Research oriented) Ability to sign Internal Revenue Services(IRS) forms for on behalf of the University	Sec 2.6.4(1) Sec 2.6.5	BOR	Senior Vice President, Business & Finance Assoc. Vice President for Finance/Controller			Yes

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Acquisition of Goods & Services						
Purchasing - General Policy All purchasing by Institutions of the University System of Georgia will be centralized under the direct management and control of the chief business officer of the institution and procure goods and services through the use of purchase orders.	Sec 7.7.1 BPM 3.0	USG Department of Administrative Services	Senior Vice President, Business & Finance Assc. Vice President for Finance/Controller (Up to \$150,000) Director of Purchasing (Up to \$100,000 single signature) Assistant Director, Purchasing (up to \$50,000 single signature) Procurement Contract Manager (Up to \$24,999) Procurement Agent/Pcard Administrator, Procurement Agent Intermediate (Up to \$10,000)			Yes
Purchasing - Construction - Professional Services Contracting <i>Major construction contracts entered into by the Board of Regents shall require prior approval by the Board. Currently limited to \$120,000. Limits are assessed by BOR upon institutional abilities.</i>	Sec 7.7.1 Sec 9.4.1 BPM 3.0	Senior Vice President, Business & Finance	Assc. Vice President for Finance/Controller (Up to \$150,000) Director of Purchasing (Up to \$100,000 single signature) Assistant Director, Purchasing (up to \$50,000 single signature)			Yes

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<p>Purchasing - Construction - Construction Contracting</p> <p><i>Major construction contracts entered into by the Board of Regents shall require prior approval by the Board. Currently limited to \$1,000,000. Limits are assessed by BOR upon institutional abilities.</i></p>	<p>Sec 7.7.1 Sec 9.4.1 BPM 3.0</p>	<p>Senior Vice President, Business & Finance</p>	<p>Senior Vice President, Business & Finance</p> <p>Assoc. Vice President for Finance/Controller (Up to \$150,000)</p> <p>Director of Purchasing (Up to \$100,000 single signature)</p> <p>Assistant Director, Purchasing (up to \$50,000 single signature)</p>			<p>Yes</p>
<p>Purchasing - Auxiliary Enterprises - Inventory for Resale</p> <p>For the acquisition of goods for resale as inventory to students, staff, and the general public.</p>	<p>Sec 7.7.1 BPM 3.0 Georgia Procurement Manual 1.2.4</p>	<p>Senior Vice President, Business & Finance</p>	<p>Food Services:</p> <p>Buyer (Up to \$4,999)</p> <p>Assoc Director (Up to \$24,999.99)</p> <p>Director (Up to \$49,999.99)</p> <p>Bookstore:</p> <p>Buyer (Up to \$4,999.99)</p> <p>Manager (Up to \$24,999.99)</p> <p>Assoc. Director (Up to \$49,999.99)</p> <p>Assoc. Vice President for Auxiliaries (Up to \$150,000)</p> <p>Senior Vice President, Business & Finance</p>			

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<p>Contracts for daily operations of the institution For the acquisition of non-Public Works goods and services <u>not regulated by the GA Department of Administrative Services</u>(Exempt NIGP Commodity List below).</p> <p><small>The contract signor is responsible for validating the current Exempt commodity list with DOAS at the link list below. Contract form must be approved by University Counsel. All other applicable documentation, such as proof of insurance as well as, Immigration and Security compliance form must be received prior to execution of agreement and retained within the Office of the signing Vice President</small></p>	<p>Sec 2.6.4(1) Sec 7.7.1</p>	<p>President</p>	<p>Contracts up to \$24,000 Vice President, University Advancement</p> <p>Vice President, Academic Affairs</p> <p>Vice President, Student Services & Dean of Students</p> <p>Vice President, Information Technology Services</p> <p>Senior Vice President, Business & Finance</p>			<p>Yes</p>
<u>Exempt NIGP Listing</u>	http://doas.ga.gov/assets/State%20Purchasing/NEADocumentLibrary/NIGPExemptList.pdf					
<p>Passenger Automobiles A. Institutions of the University System may purchase, lease, or otherwise acquire passenger automobiles on a use-by-use basis when approved by the presidents and approved by the Chancellor.</p>	<p>Sec 2.6.1 Sec 2.6.4(1) Sec 7.11.4.1</p>	<p>BOR</p>	<p>President</p>	<p>Senior Vice President, Business & Finance</p>		<p>Yes</p>
<p>Property Insurance Requires prior approval by Department of Administrative Services</p>	<p>Sec 2.6.4(1) Sec 7.8.1</p>	<p>Approval by DOAS</p>				<p>Yes</p>
<p>All other Contracts not previously listed All other obligations of the University not specifically listed including revenue generating contracts.</p>	<p>Sec 2.6.4(1) Sec 7.7.1</p>	<p>BOR Chancellor</p>	<p>Senior Vice President, Business & Finance</p> <p>Assoc. Vice President for Finance/Controller (Up to \$100,000)</p> <p>Director of Purchasing (Up to \$70,000 single signature)</p> <p>Assistant Director, Purchasing (up to \$40,000)</p> <p>Assoc. Vice President, Auxiliary Enterprises (Summer Camps)</p>			<p>Yes</p>

Approved by:

President

Date:

5-10-19