

## **DELEGATION OF AUTHORITY TO EXECUTE CONTRACTS ON BEHALF OF WASHINGTON AND LEE UNIVERSITY**

I. In accordance with the Contracts Administration Policy adopted by W&L on August 14, 2008 (“Policy”), this document represents the formal, written delegation of contract signature authority from the noted administrators to the employees in the designated positions for the types of contracts identified below that create obligations for W&L. These delegations apply to those not specifically addressed in the Policy. The delegations are limited to contracts for which funds are available in the current year's operating or capital projects budgets, or other approved sources, and are subject to the conditions of the Policy regarding advance review by the Office of General Counsel and/or other relevant departments. Any additional delegations of authority must comply with the Policy. A copy of this delegation should be maintained in the offices of all administrators named herein, as well as in the Office of General Counsel and Controller. The delegated contracting authority will remain in effect until revoked in writing, with a copy sent to the affected offices, the Office of General Counsel and the Controller. These delegations may be modified at any time by in writing by the delegators.

A. From President Ruscio to -

- The Executive Assistant to the President the authority to execute contracts approved by the President in his absence and those relating to office operations.
- The Vice President for University Advancement the authority to execute contracts and grants concerning Advancement, including alumni affairs, communications and public affairs, development (including corporations and foundations), special programs, and special events (under the responsibility of the Director of Special Events).
- The Secretary of the University and Assistant to the President the authority to execute contracts related to the business of the Board of Trustees.

B. From Provost June Aprille to -

- The listed positions below, the authority to execute contracts under \$3,000 for necessary expenditures and operations in their respective areas. Contracts in excess of \$3,000 need prior review and approval of the Provost and are to be signed by the Provost.
  - Dean of the College
  - Dean of the School of Law
  - Dean of the Commerce School
  - Chief Technology Officer
  - Director of Athletics
  - Dean of Admissions
  - Associate Provost (who may also execute contracts approved by the Provost in her absence and those relating to office operations)

- Assistant Provost for Institutional Effectiveness
- University Librarian and Law School Librarian<sup>1</sup>
- University Registrar
- Director Undergraduate Career Services
- Director University Collections
- Director International Education

C. From the Vice President for Finance and Administration / Treasurer Steven G. McAllister to -

- The Associate Treasurer and Controller the authority to execute contracts related to routine purchasing of goods and services for those matters related to the Business Office.
- The Vice President for Student Affairs and Dean of Students the authority to execute contracts related to routine purchasing of goods and services for those matters related to the operations of the offices within Student Affairs, including dining services, public safety, student health and counseling, and campus activities (including student organizations).
- The Executive Director of Facilities Management and Capital Planning the authority to execute contracts related to the operations of that office, including routine purchasing of goods and services and construction/design.
- The Executive Director of Human Resources the authority to execute contracts related to the operations of that office, including routine purchasing of goods and services and all benefits contracts.

**II.** The authority to execute any contracts for goods, services, construction projects, leases and deeds, or any other matters that obligate Washington and Lee University for expenditure of funds beyond W&L's currently approved budget, remains only with the President, Provost and Vice President for Finance and Administration / Treasurer in accordance with W&L's Contract Administration Policy.

Effective this 20<sup>th</sup> day of February, 2009

Adopted by: President Kenneth P. Ruscio, Provost June Aprille, Vice President for Finance and Administration / Treasurer Steven G. McAllister

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<sup>1</sup> Traditional Library acquisitions within the operating budgets do not need the Provost's review and signature. Licenses and purchases exceeding \$3,000 that are not library acquisitions /information do.