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| Research 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 within a time period of one year or less | Sec 2.5.4(1) | President | Assoc. Vice President for Research and Sponsored Operations  
Senior Vice President, Business & Finance  
Vice President, Academic Affairs | | Yes | |
| 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. | Sec 2.5.4(2) | President | Vice President, Academic Affairs | | Yes | |
| 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. | Sec 2.5.4(3) | President | Senior Vice President, Business & Finance  
Chief of Police | | Yes | |
| 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. | Sec 2.5.4(4) | President | University Counsel (up to $10,000)  
Senior Vice President, Business & Finance (up to $10,000)  
Assoc. Vice President, Human Resources (up to $10,000) | | Yes | |
| 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 | SOR | President  
Senior Vice President, Business & Finance | | Yes | |
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| Gifts of Real Property  
Presidents of University System institutions are not authorized to accept gifts of real property on behalf of the Board | Sec 9.8.2 | 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 except that any amendment which exceeds $1 million and involves state general fund appropriations, auxiliary enterprise funds or student activity funds shall be submitted to the Board of Regents for approval. | Sec 7.2.4 | Approval by BOR | President  
Up to $1,000,000 | | | No |
| Budget Amendments  
Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents for any amendment that is less than $1 million that involves state general fund appropriations, auxiliary enterprise funds or student activity funds. | Sec 7.2.4  
Sec 7.2.5 | President  
Senior Vice President, Business & Finance  
(For 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) | | | | Yes |
| 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 7.3.1.7 | President  
Director of Continuing Education  
Vice President, Academic Affairs | | | | Yes |
| Fees (Mandatory)  
Mandatory student fees are defined as fees which are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents. All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least 50 percent students. | 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 course fees. Institutional presidents are authorized to establish and adjust those 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 | Asst. 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, excluding technology fees for:  
1. Students who reside or study at another institution.  
2. Students enrolled in practicum experiences or internships located at least 50 miles from the institution.  
3. Students enrolled in distance learning courses/programs not also enrolled in on-campus courses not residing on campus.  
4. Student enrolled at off-campus centers, except that the institution shall be authorized to charge select fees to these students for special services subject to approval of the BOR. | Sec 7.3.4.2 | President | Senior Vice President, Business & Finance Vice President, Student Services Asst. Vice President for Finance/Controller | | | Yes |
| Partial Waiver of mandatory fees  
An institution may, at its discretion, waive that portion of the mandatory fees not covered by ACCEL, the State of Georgia's dual admission funding program, for high school students enrolled in a dual academic credit program at one of the USG Institutions. | Sec 7.3.4.4 | President | Senior Vice President, Business & Finance Vice President, Student Services Asst. Vice President for Finance/Controller | | | Yes |
| 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 | President | Senior Vice President, Business & Finance Vice President, Student Services Asst. 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 2.5.4(5)  
Sec 7.3.2.2 | President | Senior Vice President, Business & Finance  
Vice President, Academic Affairs | NA | Yes | |
| Open bank accounts  
The president of each institution of the University System shall determine the bank or banks where funds are deposited | Sec 2.5.1  
Sec 2.5.4(5)  
Sec 7.5.1 | BOR | President | NA | Yes | |
| 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 2.5.4(5)  
Sec 7.5.2 | BOR | Senior Vice President, Business & Finance | NA | 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, request payment or re-issuance 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, 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 in, 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 | NA | NA | No | |
| Trademarks - New Applications  
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 2.5.4(5)  
Sec 7.11.8 | BOR | President | Senior Vice President, Business & Finance  
Vice President, University Advancement  
University Counsel | NA | Yes | |
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<tr>
<td>Trademarks/Licenses - On going operations</td>
<td>Sec 2.5.4(5) Sec 7.11.98</td>
<td>BOR</td>
<td>President</td>
<td></td>
<td></td>
<td>Yes</td>
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<td>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</td>
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<tr>
<td>Use of State Property in Political Campaigns</td>
<td>Sec 2.5.1 Sec 9.10.6.1</td>
<td>President</td>
<td></td>
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<td></td>
<td>No</td>
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<tr>
<td>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.</td>
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</tr>
<tr>
<td>Use of State Property by Outside Parties</td>
<td>Sec 2.5.1 Sec 9.10.6.3</td>
<td>President</td>
<td>Senior Vice President, Business &amp; Finance</td>
<td></td>
<td></td>
<td>Yes</td>
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<tr>
<td>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</td>
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<tr>
<td>Use of State Property by Outside Parties - Newman Center</td>
<td>Sec 2.5.1 Sec 9.10.6.3</td>
<td>President</td>
<td>Senior Director, Chief Administrative Officer of Off-Campus Programs</td>
<td></td>
<td></td>
<td>Yes</td>
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<td>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</td>
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<tr>
<td>Leased Space Contracts as Tenant</td>
<td>Sec 9.11.1</td>
<td>Chancellor</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Lease of Residential Facilities (Lessee)</td>
<td>Sec 9.10.3</td>
<td>Chancellor</td>
<td>President may recommend up to 2,000 sq ft.</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td><strong>Travel Advances:</strong> Employee/Students</td>
<td>Sec 7.8</td>
<td>President</td>
<td>Senior Vice President, Business &amp; Finance</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Team or Groups</td>
<td>BPM 4.10.4</td>
<td></td>
<td>Asst. Vice President for Finance/Controller (Up to $35,000)</td>
<td>Directory, Accounting (Up to $25,000)</td>
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<tr>
<td></td>
<td>BPM 4.10.5</td>
<td></td>
<td>Asst. Director, Accounting Operations (up to $15,000)</td>
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<tr>
<td><strong>Agreements for Student Employment by outside organizations</strong></td>
<td>Sec 2.5.4(5)</td>
<td>President</td>
<td>Vice President, Student Services</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Ability to authorize agreements which would result in a billing to outside organizations to recoup costs for federal work study program.</td>
<td>Sec 7.9.1</td>
<td></td>
<td>Senior Vice President, Business &amp; Finance</td>
<td>Asst. Vice President for Finance/Controller</td>
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<td></td>
<td></td>
<td></td>
<td>Director, Career Services</td>
<td></td>
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<tr>
<td><strong>Governmental Forms (Non Research oriented)</strong></td>
<td>Sec 2.5.1</td>
<td>BOR</td>
<td>Senior Vice President, Business &amp; Finance</td>
<td>Asst. Vice President for Finance/Controller</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Ability to sign Internal Revenue Services (IRS) forms for on behalf of the University</td>
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<td><strong>Acquisition of Goods &amp; Services</strong></td>
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</tr>
</tbody>
</table>
| Purchasing - General Policy | Sec 2.5.4(5) Sec 7.7.1 BPM 3.0 | USG Department of Administrative Services | Senior Vice President, Business & Finance  
Aasit, 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/PCard Administrator, Procurement Agent Intermediate (Up to $10,000) | | | Yes |
| Purchasing - Construction - Professional Services Contracting | Sec 2.5.4(5) Sec 7.7.1 Sec 9.4.1 BPM 3.0 | Senior Vice President, Business & Finance | Asst. 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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</table>
| Purchasing - Construction - Construction Contracting | Sec 2.5.4(5)  
Sec 7.7.1  
Sec 9.4.1  
BPM 3.0 | Senior Vice President, Business & Finance | Senior Vice President, Business & Finance  
Aasst. 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 |
| Purchasing - Auxiliary Enterprises - Inventory for Resale | Sec 7.7.1  
BPM 3.0  
Georgia Procurement Manual 1.2.4 | Senior Vice President, Business & Finance | Food Services:  
Buyer (Up to $4,999)  
Assc Director (Up to $24,999.99)  
Director (Up to $49,999.99)  
Bookstore:  
Buyer (Up to $4,999.99)  
Manager (Up to $24,999.99)  
Assc. Director (Up to $49,999.99)  
Assc. Vice President for Auxiliaries (Up to $150,000)  
Senior Vice President, Business & Finance | | | |
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<td>Contracts for daily operations of the Institution</td>
<td>Sec 2.5.4(5)</td>
<td>President</td>
<td>Contracts up to $24,000 Vice President, University Advancement</td>
<td>Vice President, Academic Affairs</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>(For the acquisition of non-Public Works goods and services not regulated by the GA Department of Administrative Services (Exempt NIGP Commodity List below). The contract signer 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 *)</td>
<td>Sec 7.9.1</td>
<td></td>
<td></td>
<td>Vice President, Student Services &amp; Dean of Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt NIGP Listing</td>
<td></td>
<td></td>
<td></td>
<td>Vice President, Information Technology Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://doas.gsu.edu/assets/State%20Purchasing/NEADocumentLibrary/NIGPExemptList.pdf">http://doas.gsu.edu/assets/State%20Purchasing/NEADocumentLibrary/NIGPExemptList.pdf</a></td>
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<tr>
<td>Passenger Automobiles</td>
<td>Sec 2.5.1 Sec 2.5.4(5)</td>
<td>BOR</td>
<td>President</td>
<td>Senior Vice President, Business &amp; Finance</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Sec 7.11.4.1</td>
<td></td>
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<tr>
<td>Passenger Automobiles - Security</td>
<td>Sec 2.5.4(5)</td>
<td>BOR</td>
<td>President</td>
<td>Senior Vice President, Business &amp; Finance</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>USG institutions may purchase vehicles to be used exclusively for institution security purposes</td>
<td>Sec 7.11.4.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Insurance</td>
<td>Sec 2.5.4(5)</td>
<td>Approval by DOAS</td>
<td>Senior Vice President, Business &amp; Finance</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Requires prior approval by Department of Administrative Services</td>
<td>Sec 7.8.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other Contracts not previously listed</td>
<td>Sec 2.5.4(5)</td>
<td>BOR</td>
<td>Senior Vice President, Business &amp; Finance</td>
<td>Aasst. Vice President for Finance/Controller (Up to $100,000)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>All other obligations of the University not specifically listed including revenue generating contracts</td>
<td>Sec 7.9.1</td>
<td>Chancellor</td>
<td></td>
<td>Director of Purchasing (Up to $70,000 single signature)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td>Assistant Director, Purchasing (up to $40,000)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assoc. Vice President, Auxiliary Enterprises (Summer Camps)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5/24/2016
Delegation of Authority for the University of West Georgia

effective 6/13/2016

The matrix may be changed at anytime at the discretion of the President and does not include delegated authorities for any affiliated University Foundation.

* Any of the listed individuals can sign the document with the assumption that appropriate consultation with all other relevant individuals has taken place. Individuals consulted might reasonably include the other officers listed in the block.

<table>
<thead>
<tr>
<th>Delegated Authority</th>
<th>Board of Regents’ Rules and Regulations as of 09.09.13</th>
<th>From Primary Delegate</th>
<th>Primary Institutional Designee *</th>
<th>Secondary or additional approvals *</th>
<th>Effective Date of Delegation</th>
<th>Delegate</th>
</tr>
</thead>
</table>

Approved by: [Signature]

Date: 6/13/2016