

**Delegation of Authority for the University of West Georgia**  
effective August 9, 2013

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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
<b>Research Agreements</b> 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	Associate Vice President for Research and Sponsored Operations  Vice President, Business & Finance  Vice President, Academic Affairs			Yes
<b>Medical Agreements related to Academic Requirements</b> 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
<b>Reciprocal emergency law enforcement agreements</b> 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	Vice President, Business & Finance  Chief of Police			Yes
<b>Settlements of grievances and complaints (including those filed by state and federal agencies) to \$100,000</b> 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)  Vice President, Business & Finance (up to \$10,000)  Director of Human Resources (up to \$10,000)			Yes
<b>A USG institution may accept gifts, bequests, agreements, or declarations of trust, <u>except gifts of real property</u>.</b> 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  Vice President, Business & Finance			Yes
<b>Gifts of Real Property</b> 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

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<b>Budget Amendments</b> Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents except that any amendment which <u>exceeds \$1 million</u> 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
<b>Budget Amendments</b> Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents for any amendment that is <u>less than \$1 million</u> that involves state general fund appropriations, auxiliary enterprise funds or student activity funds.	Sec 2.5.1 Sec 7.2.4	President	Vice President, Business & Finance (Amounts in excess of \$100,000 require notification to the President)  Director, Budget (Amounts in excess of \$100,000 require notification to the President)			Yes
<b>Tuition Agreements with Corporations, Organizations, and Other Legal Entities</b> 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 2.5.4(5) Sec 7.3.1.7	President	Director of Continuing Education  Vice President, Academic Affairs			Yes
<b>Fees (Mandatory)</b> 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 of at least 50 percent students.	Sec 7.3.2.1	Approval by BOR	NA	NA		Yes
<b>Fees (Elective &amp; Special Charges)</b> 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 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
<b>Waiver of Out of State Tuition</b> 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	Director of Undergraduate Research, Honors College Registrar Director of Admissions Athletic Director Assoc Director, International Services & Programs			Yes

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<b>Waiver of mandatory fees</b> An institution may waive mandatory fees for students, <u>excluding technology fees</u> 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 nor 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	Vice President, Business & Finance  Vice President, Student Services  AVP for Finance/Controller			Yes
<b>Partial Waiver of mandatory fees</b> 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	Vice President, Business & Finance  Vice President, Student Services  AVP for Finance/Controller			Yes
<b>Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans</b> 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	Vice President, Business & Finance  Vice President, Student Services  AVP for Finance/Controller			Yes
<b>Continuing Education Fees</b> 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	Vice President, Business & Finance  Vice President, Academic Affairs			Yes
<b>Open bank accounts</b> 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			Yes
<b>Investments</b> 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	Vice President, Business & Finance			Yes

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<b>Sale of Securities</b> 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	NA			
<b>Georgia Eminent Scholars Endowment Trust FUND</b> The criteria for persons selected to hold such chairs shall be established by the president of the institution concerned.	Sec 7.5.5	BOR	NA			No
<b>Trademarks - New Applications</b> 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	VP, Business & Finance  VP, University Advancement  University Counsel		Yes
<b>Trademarks/Licenses - On going operations</b> 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  VP, Business & Finance  VP, University Advancement  University Counsel			Yes
<b>Use of State Property In Political Campaigns</b> 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 2.5.1 Sec 9.10.8.1	President				No

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<b>Use of State Property by Outside Parties</b> 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 2.5.1 Sec 9.10.6.3	President	Executive Director, Auxiliary Enterprises			Yes
<b>Use of State Property by Outside Parties - Newnan Center</b> 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 2.5.1 Sec 9.10.6.3	President	Director, Newnan Center			Yes
<b>Leased Space Contracts as Tenant</b>	Sec 9.11.1	Chancellor				No
<b>Lease of Residential Facilities (Lessor)</b> 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
<b>Travel Advances: Employees/Students Team or Groups</b> 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 4.10.4 BPM 4.10.5	President	Vice President, Business & Finance  AVP for Finance/Controller (Up to \$35,000)  Assistant Controller, Operations (up to \$15,000)  Assistant Controller, Reporting (up to \$15,000)			No
<b>Governmental Forms(Non Research oriented)</b> Ability to sign Internal Revenue Services(IRS) forms for on behalf of the University	Sec 2.5.1	BOR	Vice President, Business & Finance  AVP for Finance/Controller		2/27/2008	Yes
						Yes

**Acquisition of Goods & Services**

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<p><b>Purchasing - General Policy</b> 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.</p>	<p>Sec 2.5.4(5) Sec 7.7.1 BPM 3.0</p>	<p>USG  Department of Administrative Services</p>	<p>Vice President, Business &amp; Finance  AVP 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 \$50,000)  Procurement Agent/Pcard Administrator, Procurement Agent Intermediate (Up to \$10,000)  &lt; \$5,000 Contracts Specialist</p>			<p align="right">Yes</p>

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<b>Purchasing - Construction - Professional Services Contracting</b>  <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 2.5.4(5) Sec 7.7.1 Sec 9.4.1 BPM 3.0	Vice President, Business & Finance	Vice President, Business & Finance  AVP 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 \$50,000)  Procurement Agent/Pcard Administrator, Procurement Agent Intermediate (Up to \$10,000)  < \$5,000 Contracts Specialist			Yes

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<b>Purchasing - Construction - Construction Contracting</b>  <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>	Sec 2.5.4(5) Sec 7.7.1 Sec 9.4.1 BPM 3.0	Vice President, Business & Finance	Vice President, Business & Finance  AVP 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 \$50,000)  Procurement Agent/Pcard Administrator, Procurement Agent Intermediate (Up to \$10,000)  < \$5,000 Contracts Specialist			Yes
<b>Contracts for daily operations of the institution</b> For the <u>acquisition</u> of non-Public Works goods and services not regulated by the GA Department of Administrative Services(Exempt NIGP Commodity List below).  <i>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</i>	Sec 2.5.4(5) Sec 7.9.1	President	Contracts up to \$24,000 VP, University Advancement  VP, Academic Affairs  VP, Student Services & Dean of Students			Yes
<u>Exempt NIGP Listing</u>	<a href="http://doas.ga.gov/StateLocal/SPD/Docs_SPD_General/NIGPExemptList.pdf">http://doas.ga.gov/StateLocal/SPD/Docs_SPD_General/NIGPExemptList.pdf</a>					
<b>Passenger Automobiles</b> 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.	Sec 2.5.1 Sec 2.5.4(5) Sec 7.11.4.1	BOR	President	VP, Business & Finance		Yes
<b>Passenger Automobiles - Security</b> USG Institutions may purchase vehicles to be used exclusively for institution security purposes	Sec 2.5.4(5) Sec 7.11.4.1	BOR	President	VP, Business & Finance		Yes
<b>Property Insurance</b> Requires prior approval by Department of Administrative Services	Sec 2.5.4(5) Sec 7.8.1	Approval by DOAS				Yes



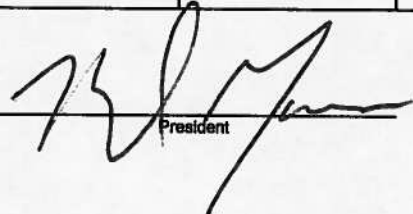
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<p>Contracts for sales and services All other obligations of the University not specifically listed including revenue generating contracts.</p>	<p>Sec 2.5.4(5) Sec 7.9.1</p>	<p>BOR Chancellor</p>	<p>Vice President, Business &amp; Finance  AVP for Finance/Controller (Up to \$100,000)  Director of Purchasing (Up to \$70,000 single signature)  Assistant Director, Purchasing (up to \$40,000)  Executive Director, Auxiliary Enterprises (Summer Camps)</p>			<p align="right">Yes</p>

Approved by:



President

Date:

8/30/13