



Delegation of Authority Matrix for the University of West Georgia

Category	Delegated Authority	BOR Policy Reference	Delegator	Primary Designee	Secondary Designee	Additional Approvals Required
PURCHASING	<b>Purchasing – General</b>	7.7 BPM 3.1	President	All VPs	Deans (\$50,000) Directors (\$1,000) General Counsel & Athletic Director (\$20,000) AA Budget Director (\$50,000) Director of Purchasing (\$125,000) Assistant Director of Purchasing (\$75,000) Procurement Managers (\$50,000) AVP, ITS (\$150,000)	General Counsel Director of Purchasing
	<b>Purchasing – Construction: Professional Services</b>	7.7 9.4 BPM 3.0; 7.1	President	VPAS VPBFS	Director of Purchasing (\$125,000) Assistant Director of Purchasing (\$75,000) AVP, CP&F (\$150,000) AVP, ITS (\$150,000)	General Counsel Director of Purchasing
	<b>Purchasing – Construction: Construction Contracting</b> Any above \$1,000,000 must be approved by BOR.	7.7 9.4.1 BPM 3.0	President	VPAS VPBFS	Director of Purchasing (\$125,000) Assistant Director of Purchasing (\$75,000) Procurement Managers (\$50,000) AVP, CP&F (\$150,000)	General Counsel Director of Purchasing



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PURCHASING (CONTINUED)	<b>Purchasing – Auxiliary Enterprises: Inventory for Resale</b>	7.7 7.2 BPM 3.0	President	VPBFS	<u>Food Services:</u> Buyer (\$4,999) Associate Director (\$24,999) Director (\$49,999) <u>Bookstore:</u> Buyer (\$4,999) Manager (\$24,999) Associate Director (\$49,999) AVP, Auxiliary (\$150,000)	General Counsel Director of Purchasing
	<b>Purchasing – Housing &amp; Residence Life</b>		President	VPSA VPSEM	AVP, Student Affairs (\$4999) Director, Student Affairs (\$999) SA Direct Reports (\$499)	General Counsel Director of Purchasing
	<b>Contracts for Daily Operations</b> This does not impact the issuance of purchase orders which will continue to be issued and signed in accordance with Purchasing guidelines.	2.6.4 7.7	President	All VPs (\$24,999)	AVP, CP&F (\$24,999)	General Counsel Director of Purchasing
	<b>All Other Contracts</b>	2.6.4 7.7.1	President	All VPs	Director of Purchasing (\$125,000) Assistant Director of Purchasing (\$75,000) Procurement Managers (\$50,000) AVP, Auxiliary AVP, Campus Planning & Facilities	General Counsel Director of Purchasing (as applicable)



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GIFTS	<b>Accepting Gifts, Bequests, Agreements or Declarations of Trust, except Gifts of Real Property</b> Does not include gifts given to the UWG Foundation or any other affiliated entity.	7.4	BOR	President VPBFS		VPUA General Counsel
	<b>Gifts of Real Property</b>	9.8.1	Chancellor USG Chief Facilities Officer			
TUITION	<b>Tuition Agreements with External Entities</b> Agreements for the delivery of credit and non-credit courses and programs.	2.6.4 7.3.1.5 7.3.2.2	President	SVPAA	Director of Continuing Education (\$50,000) w/notice to the SVPAA	General Counsel
	<b>Waiver of Out of State Tuition</b>	7.3.4.1	President	SVPAA VPSA VPSEM	AVP, SAEM Registrar Director of Admissions Director of Graduate Programs Athletic Director Director of International Student Admissions & Programs	
FEES	<b>Mandatory Fees</b> Creation, increase, or change in purpose of mandatory fees. Also includes fees that support debt service.	7.3.2.1	Approval by BOR			
	<b>Elective Fees and Special Charges</b> Examples include: parking, library fines, lab fees, supplemental course materials, etc. Does not include fees that support debt service.	7.3.2.2	President			
	<b>Waiver of Mandatory Fees</b> Institution can waive mandatory fees for students, excluding technology fees for the reasons cited in 7.3.4.2.	7.3.4.2	President	VPBFS VPSA VPSEM		Course Fees are recommended by academic departments, Fee Committee, and are approved by VPBFS



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FEES (CONTINUED)	Waiver of Fees for Dual Enrollment	7.3.4.4	BOR			
	Waiver of Mandatory Fees for US Military Reserve and Georgia National Guard Combat Veterans	7.3.4.3 7.3.4.2	BOR			
	Waiver of Elective Fees for US Military Reserve and Georgia National Guard Combat Veterans Applies to housing, food service, and other elective, special, and other fees.	7.3.4.3 7.3.2.2	President	VPBFS VPSA VPSEM		
	Continuing Education Fees	2.6.4 7.3.1.5 7.3.2.2	President	SVPAA	Director of Continuing Education	
FINANCE	Open Bank Accounts	2.6.4 7.5.2	BOR	President		
	Investments	2.6.4 7.5.2	BOR	VPBFS		
	Sale of Securities	7.5.2	USG Chief Fiscal Officer			
	Georgia Eminent Scholars Endowment Trust Fund	7.5.4	BOR			
	Institutional Budget Amendments	7.2.4	President	VPBFS (\$100,00) w/notice to President	Budget Director (\$50,000) w/notice to VPBFS	
	Travel Advances Employees, student teams, or groups	7.6 BPM 4.8	President	All VPs	Deans & Department Heads	
	Job Applicant Travel	7.6 BPM 19.9; 4.0		All VPs		



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CAMPUS AFFAIRS	<b>Trademarks</b> Management of trademarks, renewals, licensing, distribution of services or goods with the Institution logo. Notice of trademark and service mark applications shall be sent to the Chancellor within 10 days after filing.	2.6.4 6.2 6.3-5 6.3.2.5	BOR	President	VPUA VPBFS General Counsel	General Counsel
	<b>Use of State Property in Political Campaigns</b>	6.4 6.5 6.14.1	President			VPSA VPSEM General Counsel AVP, Campus Planning & Facilities
	<b>Use of State Property by Outside Parties</b>	6.5 6.14.2	President	VPBFS SVPAA	AVP, Auxiliary Director of Newnan Center	General Counsel
	<b>Passenger Automobiles</b>	2.6.4 6.20.1	BOR	President	VPAS VPBFS	General Counsel Director of Purchasing AVP, Campus Planning & Facilities
FACILITIES	<b>Leasing Authority as a Tenant</b>	9.10.1	Chancellor			
	<b>Lease of Residential Facilities (as Lessor)</b>	9.9.3	Chancellor	President may recommend up to 2,000 sq. feet		
MISC.	<b>Data Sharing Agreements</b>	2.6.4 7.7.1	President	All VPs		General Counsel Chief Information Officer
	<b>Research and Sponsored Project Agreements</b>	2.6.4	President	SVPAA (\$100,000)	AVP for ORSP (\$100,000)	Assistant Director for ORSP General Counsel
	<b>Medical Agreements related to Academic Requirements</b> Applied Learning Experiences, Clinical Agreements, etc. with hospitals or medical facilities.	2.6.4	President	SVPAA	Deans (except for new ALEs)	General Counsel



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<b>MISC. (CONTINUED)</b>	<b>Reciprocal Emergency Law Enforcement Agreements</b> Mutual Aid Agreements	2.6.4	President	Chief of Police (w/notice to President)		General Counsel
	<b>Agreements for Student Employment by Outside Organizations</b> Billing to outside organizations for federal work study program.	2.6.4	President	SVPAA VPSA VPSEM	Deans	General Counsel
	<b>Agreements for Clinical and/or Internship Placements</b> Where there are standard terms.	2.6.4	President	SVPAA	Deans	General Counsel
	<b>Settlement of Grievances &amp; Complaints up to \$100,000</b>	2.6.4	President	General Counsel (\$10,000)		General Counsel
	<b>Governmental Forms</b> MOUs, Inter-agency Agreements, etc.	2.6.4	President	All VPs		General Counsel AVP, Campus Planning & Facilities
	<b>IRS Forms</b>	2.6.4	BOR	VPBFS		

Revised 2/22

(\$\_\_\_) = Dollar amounts in parentheses represent the upward limit of authority

**BPM** = USG Business Procedure Manual

**SVPAA** = Senior Vice President, Academic Affairs

**VPAS** = Vice President, Administrative Services

**VPBFS** = Vice President, Business & Financial Services

**VPSA** = Vice President, Student Affairs

**VPSEM** = Vice President, Strategic Enrollment Management

**VPAA** = Vice President, University Advancement