

Wesleyan University Contracting Policy

APPLICATION: Trustees, Officers, Faculty, Staff, and all other Employees

ISSUED: **030108**

REVISED: **111718, 092119**

- I. Policy Statement. The purpose of this policy is to ensure that Wesleyan University commitments are properly reviewed and approved.

- II. Responsibilities. Except as set forth in this policy, no Wesleyan personnel have the authority to enter into negotiations, approve and/or sign contracts and make other commitments on behalf of Wesleyan University. The following constitute the only situations in which Wesleyan personnel may make commitments as described above:
 - a. **The officers and representatives of the University identified on Schedule A (the “Authorized Individuals”) may make commitments on behalf of the University as described in that Schedule;**

 - b. **Other Wesleyan personnel may make commitments on behalf of the University via the express authority of a) a written resolution of the University Board of Trustees or b) a written delegation of authority from one of the Authorized Individuals (at a level not to exceed the authorization of that Authorized Individual);**

 - c. **Other Wesleyan personnel may make commitments on behalf of the University which are specifically authorized pursuant to another Wesleyan University policy approved by an Authorized Individual (e.g. travel expenses); and**

 - d. **Other Wesleyan Senior Administrative Staff may make commitments on behalf of the University which do not exceed \$1,500 in value or a term of one year and which are otherwise in accordance with Wesleyan University policies.**

- III. Terms. All Wesleyan University commitments to purchase goods or

services shall be pursuant to approved contracting terms which may be found at <http://www.wesleyan.edu/generalcounsel/policies.html>. Exceptions and or unusual or extraordinary contracts or commitments should only be made upon consultation and review with the University General Counsel.

Schedule A

INDIVIDUAL	AUTHORITY/PERMITTED COMMITMENTS
President	ALL*
Senior Vice President, Chief Administrative Officer and Treasurer	ALL*
Senior Vice President for Academic Affairs and Provost	ALL*
Associate Vice President for Finance	ALL*
Director of Financial Services	ALL*
Chief Communications Officer	Communications Office work orders, purchase orders, documents, contracts and commitments not in excess of \$10,000 total value
Chief Investment Officer	Investment documents, contracts and commitments not in excess of \$10,000 total value
Vice President and Dean of Admission and Financial Aid	Admissions and Financial Aid documents, contracts and commitments not in excess of \$10,000 total value
Vice President for Student Affairs	Student Affairs and general documents, contracts and commitments not in excess of \$10,000 total value

Vice President for Advancement	Event & fundraising documents, contracts and commitments not in excess of \$10,000 total value
Associate Vice President for Facilities	Physical Facility work orders, documents, purchase orders, contracts and commitments not in excess of \$10,000 total value
Vice President for Information Technology and Chief Information Officer	Information Technology work orders, purchase orders, documents, contracts and commitments not in excess of \$10,000 total value
Director, Center for the Arts	Event and other engagements and commitments for performances, shows and services not in excess of \$5,000 total value

*Authority limited for Capital Projects pursuant to Capital Expenditure Policy