Attachment A

Wesleyan University Contracting Policy

APPLICATION: Trustees, Officers, Faculty, Staff, and all other Employees
ISSUED: 030108
REVISED: 070118

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 $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.
<table>
<thead>
<tr>
<th>INDIVIDUAL</th>
<th>AUTHORITY/PERMITTED COMMITMENTS</th>
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<tbody>
<tr>
<td>President</td>
<td>ALL*</td>
</tr>
<tr>
<td>Senior Vice President &amp; Chief Administrative Officer and Treasurer</td>
<td>ALL*</td>
</tr>
<tr>
<td>Provost &amp; Senior Vice President for Academic Affairs</td>
<td>ALL*</td>
</tr>
<tr>
<td>Director of Financial Services</td>
<td>ALL*</td>
</tr>
<tr>
<td>Senior Vice President for External Relations</td>
<td>Communications Office work orders, purchase orders, documents, contracts and commitments not in excess of $25,000 total value</td>
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<tr>
<td>Chief Investment Officer</td>
<td>Investment documents, contracts and commitments not in excess of $10,000 total value</td>
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<tr>
<td>Dean of Admission and Financial Aid</td>
<td>Admissions and Financial Aid documents, contracts and commitments not in excess of $10,000 total value</td>
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<tr>
<td>Vice President for Student Affairs</td>
<td>Student Affairs and general documents, contracts and commitments not in excess of $10,000 total value</td>
</tr>
<tr>
<td>Position</td>
<td>Authority</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Vice President for University Relations</td>
<td>Event &amp; fundraising documents, contracts and commitments not in excess of $10,000 total value</td>
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<tr>
<td>Vice President for Equity and Inclusion/Title IX Officer</td>
<td>Strategic Partnership documents, contracts and commitments not in excess of $10,000 total value</td>
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<tr>
<td>Associate Vice President for Facilities</td>
<td>Physical Facility work orders, documents, purchase orders, contracts and commitments not in excess of $10,000 total value</td>
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<tr>
<td>Vice President for Information Technology and Chief Information Officer</td>
<td>Information Technology work orders, purchase orders, documents, contracts and commitments not in excess of $10,000 total value</td>
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<tr>
<td>Director, Center for the Arts</td>
<td>Event and other engagements and commitments for performances, shows and services not in excess of $5,000 total value</td>
</tr>
<tr>
<td>*Authority limited for Capital Projects pursuant to Capital Expenditure Policy</td>
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</tbody>
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