



**UNIVERSITY OF DENVER
POLICY MANUAL
LIMITS OF AUTHORITY**

Responsible Department: Business and Financial Affairs

Recommended By: Executive Vice Chancellor and Provost, SVC Business and Financial Affairs, and Associate Vice Chancellor of Finance/Controller

Approved By: Board of Trustees

Policy Number
FINA 2.10.030

Effective Date
9/30/2022

I. INTRODUCTION

This Policy authorizes specific officers and employees to enter into contractual and other obligations on behalf of the University of Denver. Consistent with the objectives of University Policy FINA 2.10.090 *Internal Controls*, the following designations of authority recognize the scope of responsibility of University employees, separation of duties, control the creation of unauthorized or unintended liabilities, and effectuate the effective and orderly conduct of the University's business affairs.

II. POLICY OVERVIEW

A. All contractual commitments of the University must be authorized at an appropriate level within the University and in accordance with applicable University policies.

B. The Board of Trustees hereby delegates authority for contract approval and signature in accordance with the provisions of this Policy.

1. Delegations of General Authority

Except for contracts that require the approval of the Board of Trustees (See Paragraph II.C below), the Chancellor, Senior Vice Chancellor for Business and Financial Affairs, and the Executive

authorized to sign any and all contracts, without regard to the duration, according to the limits as outlined in **Appendix 1** attached hereto. The Senior Vice Chancellor for Business and Financial Affairs has authority to revise **Appendix 1** to reflect changes in position titles.

2. Contract Matrix

As defined in Section III, *infra*, the Board of Trustees delegates to the Senior Vice Chancellor for Business and Financial Affairs the authority to develop, implement, and maintain a detailed Contract as needed, consistent with this Policy.

3. Other Designations

In addition to the designations listed in this Policy, the Board of Trustees may designate, by resolution duly adopted from time to time, other officers and employees with general or limited authority to enter into contracts on behalf of the University.

C. Board Approval Required

The Contracts listed below must be approved by the Board of Trustees,

- 6. Acquisition of Real Property.** Any Contract that involves the acquisition of real property when the purchase price exceeds \$1,000,000.
- 7. Disposition of Real Property.** Any Contract that involves the sale of real property.
- 8. Lease of Real Property.** Any lease of real property, when: (a) the total lease cost, over the term of the lease, exceeds \$5,000,000; or (b) the term of the lease exceeds fifteen years.
- 9. Auxiliary Enterprise Contracts.** Any Contract with an auxiliary enterprise, when (a) the total Contract obligation over the term of the Contract exceeds \$1,000,000, or (b) the term of such auxiliary enterprise Contract exceeds five years.
- 10. Debt Instruments.** Any Contract or other instrument pursuant to which the University incurs debt or secures debt by mortgage, deed of trust, or other pledge of assets. Operating leases for capital equipment shall not be considered debt instruments.
- 11. Settlement Agreement.** Any settlement agreement involving the resolution of any actual or threatened litigation, claim, or administrative investigation the total cost of which exceeds \$500,000.
- 12. Other Contracts.** Any other Contract not specifically addressed in this Policy, for which the authority to approve and/or execute has been reserved to the Board of Trustees by or University Policies.

Notwithstanding the foregoing, in the event of an exigent circumstance that requires action before a meeting of the Board of Trustees (or the applicable authorized committee of the Board of Trustees) can reasonably be scheduled, as determined by the Chancellor, in consultation with the Chair of the Board, or in their absence, the Vice-Chair, the Chancellor shall have discretion to enter into a contract or other financial commitment to address the exigent circumstance, in an amount not to exceed \$5,000,000.

D. Limited Delegation for

- e.** a foreign entity as a party or performance of work outside of the United States;
 - f.** services that innately carry higher risk of injury to persons or damage to property (e.g., contracts involving services at the Kennedy Mountain Campus, contracts involving use of hazardous materials);
 - g.** activities that include minors on campus; or
 - h.** the transfer or licensing of University intellectual property, including copyrights, patents, trademarks, word marks, or logos.
- 2.** A review by: (a) the Controller's Office or University Financial Services, (b) Enterprise Risk Management, and (c) the Office of General Counsel is necessary only for the first in a series of contracts so long as each subsequent contract in the series (i) is substantially similar in form to the first such contract; (ii) does not change the aggregate University commitment in any material

Revision Effective Date	Purpose
<i>4/23/2021</i>	<i>IA finding Policy did not align with practice</i>
<i>9/30/2022</i>	<i>Revised to address Internal Audit findings and Board of Trustee inquiries by aligning limits with industry best practice, clarified Board vs Delegated authorities, and streamlining workflow processes.</i>
<i>9/30/2023</i>	<i>Updated Appendix I</i>

Information Technology	Contracts related to technology-related activities	Vice Chancellor of Information Technology and Chief Information Officer
General Counsel	Engagement letter(s) for legal or litigation services	Senior Vice Chancellor for Legal Affairs and General Counsel
Athletics	Contracts related to Athletic Participation Agreements	Vice Chancellor of Athletics

Advancement

