## Purchasing and Contract Administration

### Signature Authority

**Purchasing and Contract Administration**

**Standing Designee**

In the event primary signer is not available (Temporary authorizations must be noted in writing to Contract Administration)

<table>
<thead>
<tr>
<th>Contract and Purchase Order Type</th>
<th>Special Notes</th>
<th>Dollar Limit</th>
</tr>
</thead>
</table>

### Public Works & Property

- **Architect & Engineers**
  - $300,000 and above subject to Board of Trustee approval
  - > $300,000

- **Public Works**
  - $500,000 and above subject to Board of Trustee approval
    - > $500,000

- **Public Works Change Orders**
  - Approved through Change Management Process
  - > $500,000

- **Real Property**
  - Acquisition or Lease (after 2 years subject to Board of Trustee approval)
    - > $500,000

- **Interlocal Agreements**
  - above $50,000 of University funds or where third entity is created, subject to Board of Trustees approval
    - > or = $50,000

### Goods & Services

- **Leases**
  - All capital leases must be processed through the Office of the State Treasurer
    - Unlimited
    - > $100,000

- **Legal, Speakers, Trainers**
  - Competition required over $10,000
    - > or = $200,000

- **Performance Agreements**
  - Performance for Associated Students on "approved to form" agreements
    - x or > $20,000

- **Purchased Goods and Services Including Computers**
  - Competition required over $10,000, sealed bid over $100,000
    - > or = $40,000

- **Technology and Software**
  - Competition required over $10,000, sealed bid over $100,000
    - > or = $250,000

### Events

- **Events, Conferences, Facilities Use**
  - Requires events, conferences, and facilities forms to be approved by departments (Vice President or Provost)
    - 1 or > $100,000

### Academic & Other Programs

- **Foreign Study**
  - Unlimited
  - 1 or > $100,000

- **Interimships**
  - Unlimited
  - 1 or > $100,000

### Grants & Research

- **Athletics**
  - Conference or game related agreements - lodging agreements
    - 1 or > $10,000

### Western Gallery

- **Approved to forms for loan agreements**
  - $0

### Patent or Copyright Related Documents

- **Risk Management**
  - Settlement agreements
    - 1 or > $25,000

- **Insurance Documents**
  - Applications, claim forms, certificates of insurance, etc.
    - Unlimited

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1. Refer to Lease/Purchase Program Guide and RCW 36.94.
2. Any counsel to represent the University will be appointed by the State Attorney General

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Approved by: 

- **President**
- **Acting President**
- **Vice Presidents**
- **Director of Athletics**
- **Director of Budget, ESS**
- **Director of Finance, EOD**
- **Assistant Vice President, Academic Affairs**
- **Associate VP, BFA**
- **Director, Provost Office**
- **Director, Telecommunications**
- **Director, Real Estate**

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Approved by:

- **President**
- **Vice President, Provost/MPAC**
- **Director of Athletics**
- **Director, Office of Risk Management**
- **Chief Procurement Officer/Director of Business Services**
- **Assistant Director, Procurement**

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Revised: June 7, 2018