

## ***MEMORANDUM FOR THE RECORD***

**DATE:** September 3, 2019  
Supersedes all previous delegation documents, last revised February 28, 2018

**SUBJECT:** Authority to Contract for Radford University

Delegation of procurement authority is the responsibility of Chief Financial Officer and Vice President for Finance and Administration and the Executive Director of Strategic Sourcing. Individuals holding delegated procurement authority shall be responsible for using that authority in conformance with the policies and procedures for procurement and contracts. ***Delegation of authority is subject to review by the Chief Financial Officer and Vice President for Finance and Administration or their designee as well as state and university auditors to determine if continuation of the delegation is in the best interest of the university.***

Individuals assigned to the following positions are authorized to contractually commit Radford University within the restrictions specified below:

<b><i>POSITION</i></b>	<b><i>COMMODITY</i></b>	<b><i>LIMIT PER AWARD</i></b>
Chief Financial Officer and Vice President for Finance and Administration or their designee <sup>9</sup>	Goods, Services, Printing, Information Technology requirements, Agreements with governmental and nongovernmental entities, Sole Source, Proprietary and Emergency Procurements, Competitive Negotiation, Contract Modifications, Contract renewals, and Waivers as required <sup>1,2</sup>	Unlimited
Executive Director of Strategic Sourcing, Associate Director of Procurement or their designee <sup>9</sup>	Goods, Services, Printing, Information Technology requirements, Agreements with governmental and nongovernmental entities, Sole Source, Proprietary and Emergency Procurements, Competitive Negotiation, Contract renewals, and Waivers as required, Modifications/Amendments for contracts that do not affect the monetary value of the contract, or are less than \$1,000,000. <sup>1,2</sup>	Up to \$1,000,000 per term (i.e. annual)
Senior Contract Officers	Goods, Services, Printing, Information Technology requirements, Agreements with governmental and nongovernmental entities Competitive Negotiation, Contract Modifications, and Contract Renewals <sup>1,2</sup>	\$500,000
Contract Officers, Contract and Agreement Coordinator	Goods, Services, Printing, Information Technology requirements, Agreements with governmental and nongovernmental entities Competitive Negotiation, Contract Modifications, and Contract Renewals <sup>1,2</sup>	\$100,000
Director of Sponsored Programs and Grants Management	<ul style="list-style-type: none"> <li>• Grants and Contracts to Radford University<sup>1,3,4,5,8</sup></li> <li>• Grants and Contract Proposals to Radford University<sup>1,3,4,5,8</sup></li> <li>• Grant and Contract subawards and subcontracts to and from Radford University<sup>1,3,4,5,8</sup></li> <li>• University contributions of additional costs in matching and cost sharing projects<sup>1,4,5</sup></li> </ul>	\$500,000 \$500,000 \$500,000 \$10,000
Director of Athletics	<ul style="list-style-type: none"> <li>• Intercollegiate Game Contracts <sup>1</sup></li> <li>• Facility Use Agreement<sup>1</sup></li> </ul>	Unlimited Approved Form
Director of University Services	<ul style="list-style-type: none"> <li>• Radford University Event Agreement<sup>1</sup></li> <li>• Radford University Express Card Merchant Agreement<sup>1</sup></li> </ul>	Approved Form Approved Form
Associate Provost for Academic Programs Department Chair, Director, or Department Academic Internship Coordinator	<ul style="list-style-type: none"> <li>• Radford University Student Exchange Agreement<sup>1</sup></li> <li>• Radford University Internship and/or Externship Agreement<sup>1</sup></li> <li>• Radford University Standard Affiliation Agreement for Student Clinical Experience<sup>1</sup></li> </ul>	Approved Form Approved Form Approved Form
eVA Account Users (Delegated Procurement Authority)	Goods and Services after attending mandatory training <sup>2,6,7</sup>	\$5,000
Small Purchase Charge Card (SPCC)	Goods and Services <sup>6,7</sup>	Approved Card Limit

Program Cardholders		
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**Reference:** Memorandum of Understanding for Procurement Operation Authority between Radford University, the Secretary of Administration, the Secretary of Education, and the Secretary of Finance effective March 7, 2012 through June 30, 2017, and subsequent renewals; the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors; the Radford University Procurement and Contracts Procedures Manual; and the Radford University Procurement and Contracts Policy # FA-PO-1201.

Footnotes:

- <sup>1</sup> Electronic Signatures are acceptable
- <sup>2</sup> Single Quote Limit is \$100,000, or current small dollar purchasing threshold, when using a Certified SWaM Business
- <sup>3</sup> Not to include the purchase of goods and services
- <sup>4</sup> If the federal grant or contract funds contain conditions that are in conflict with specific provisions in Governing Rules, a written determination must be obtained from the Chief Financial Officer and Vice President for Finance and Administration, or designee that the acceptance of the grant or contract is in the university's interest.
- <sup>5</sup> If a grant or contract contains conditions that may be in conflict with university policies, procedures and/or practices, a written determination must be obtained from the Chief Financial Officer and Vice President for Finance and Administration, or designee that the acceptance of the grant or contract is in the university's interest.
- <sup>6</sup> Does not include services that require a contractor's license or Certificate of Insurance.
- <sup>7</sup> Does not include two-party or on-line click-through contracts and agreements that contain terms and conditions, with or without compensation.
- <sup>8</sup> Authority allows approval on the total grant/contract award amount except for grants/contracts that have a cost share and/or sustainability (i.e. future commitment) component which requires approval from the Chief Financial Officer and Vice President for Finance and Administration.
- <sup>9</sup> Designee identifies signature authority in the event of absence and must be identified in advance in writing.

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Approving authorization to contract for Radford University as outlined in this memorandum:

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 Chad A. Keed

Date: 9/5/2019 | 5:27 AM EDT

Vice President for Finance & Administration and Chief Financial Officer