

MEMORANDUM FOR THE RECORD

DATE: July 1, 2025
Supersedes all previous delegation documents, last revised August 1, 2023

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.***

The President has the authority to conduct the business of the University and, as such, has the authority to sign any contract, unless reserved by the Board of Visitors.

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

POSITION	COMMODITY	LIMIT PER AWARD
President, Chief Financial Officer and Vice President for Finance and Administration or their designee ⁹	Goods, Services, Information Technology and software agreements and licenses, Agreements with governmental and nongovernmental entities, Sole Source, Proprietary and Emergency Procurements, Competitive Negotiations, Contract Modifications, Contract renewals, and Waivers as required, Real Estate Leases, Capital Outlay Contracts, deeds of conveyance and all other real estate-related agreements. Debt issuance bonds; all agreements relating to investments and payroll.	Unlimited
Executive Director of Strategic Sourcing, Associate Director of Procurement or their designee ⁹	Goods, Services, Information Technology and software agreements and licenses, Agreements with governmental and non-governmental entities, Sole Source, Proprietary and Emergency Procurements, Competitive Negotiations, 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. ⁶	Up to \$1,000,000 per term (i.e. annual)
Procurement Officer II, Contract and Agreement Coordinator	Goods, Services, Information Technology to include hardware, software agreements and licenses, Agreements with governmental and nongovernmental entities, Competitive Negotiations, Contract Modifications, and Contract Renewals, all contracts not identified elsewhere ⁶	\$500,000
Procurement Officer I	Goods, Services, Information Technology to include hardware, software agreements and licenses, Agreements with governmental and nongovernmental entities, Competitive Negotiation, Contract Modifications, and Contract Renewals, all contracts not identified elsewhere. ⁶	\$100,000
Director of Sponsored Programs and Grants Management ¹⁰	• Grants and Contracts to Radford University ^{3,4,5,8}	\$500,000
	• Grants and Contract Proposals to Radford University ^{3,4,5,8}	\$500,000
	• Grant and Contract subawards and subcontracts to and from Radford University ^{3,4,5,8}	\$500,000
	• University contributions of additional costs in matching and cost sharing projects ^{4,5}	\$10,000

Director of Athletics or their designee	<ul style="list-style-type: none"> • Intercollegiate Game Contracts • Athletic Facility Use Agreement • Athletic Lodging Agreements³ 	Up to \$1,000,000 Approved Form ²
Director of University Services	<ul style="list-style-type: none"> • Radford University on-campus Event Agreement • Radford University Express Card Merchant Agreement³ 	Approved Form ² Approved Form
Provost, Associate Provost for Research, Faculty Success, and Strategic Initiatives,, Assistant Provost for Global Education and Engagement, Department Chair, Director, or Department Academic Internship Coordinator	<ul style="list-style-type: none"> • Radford University Student Exchange Agreement • Educational Representative Agreement • International Study Program Agreement • Radford University Internship and/or Externship Agreement • Radford University Standard Affiliation Agreement for Student Clinical Experience • Incoming Loan Agreement for Art Museum • Exhibition Contract/Agreement 	Approved Form ² Approved Form ² Approved Form ² Approved Form ² Approved Form ²
Vice President for Economic Development and Corporate Education	<ul style="list-style-type: none"> • Strategic Partnership Agreements for IMPACT ² 	Approved Form ²
eVA Account Users (Delegated Procurement Authority)	<ul style="list-style-type: none"> • Goods and Services after attending mandatory training^{6,7} 	\$5,000
Small Purchase Charge Card (SPCC) Program Cardholders	<ul style="list-style-type: none"> • Goods and Services^{6,7} 	Approved Card Limit

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 through June 30, 2027; 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:

¹ Electronic Signatures are acceptable - all

² Approved Template only. Any changes to approved template must be reviewed and approved by Procurement and Contracts

³ Not to include the purchase of goods and services - all

⁴ 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.

⁵ 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.

⁶ Does not include services that require a contractor's license or Certificate of Insurance.

⁷ Does not include two-party or on-line click-through contracts and agreements that contain terms and conditions, with or without compensation.

⁸ 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.

⁹ Designee identifies signature authority in the event of absence and must be identified in advance in writing.

¹⁰ Unlimited if not expending University Funds

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

Robert N. Hoover, Ed.D
Vice President for Finance & Administration

Date: _____

