

Reviewed: July 13, 2022

Updated: July 13, 2022

# Signature Authority

## Plymouth State University Delegations

### University Authority

Status*	Last Name	First Name	Title	Area	Delegation	
					For	\$ Amount
Fully Exec.	Claybaugh	Tracy	Vice President for Finance and Administration	Finance & Administration	<p>Expense: Short-term facility use agreements (e.g. hotel contracts); licensing agreements (e.g., software); property leases; consultants, service providers, artists &amp; presenters (includes Independent Contractors); services/goods from corporations; service or maintenance agreements; construction change orders and other similar documents</p> <p>Revenue; Contracts, leases, licenses, sponsored grants and contracts; renewals; agreements related to patents, copyrights, trademarks, servicemarks, licenses, land use; corporate sponsorships and similar documents; grant/contract applications or proposals for sponsored grants and contracts and similar documents</p> <p>“No Dollar”: Letters and memoranda of agreement or understanding; cooperative agreements; student internships; agreements related to patents, copyrights, trademarks, servicemarks, land use and similar documents that set forth mutual duties, responsibilities, corrective actions and similar matters</p>	<p>\$250,000</p> <p>Standard delegation is \$250,000;</p> <p>\$250,000 - \$1,000,000 – energy buys only.</p> <p>Term of any agreement other than independent contractor agreements can be no longer than three years; for any agreement longer than one year, the total value of the agreement must be considered when determining dollar value. Independent contractor agreements must have a term of one year or less.</p> <p>Unlimited for sponsored programs and programs subcontracts</p>

					Delegation	
Status*	Last Name	First Name	Title	Area	For	\$ Amount
					May waive insurance requirements	
Fully Exec.	Batch	Mary	Finance Director	Finance & Administration	<p>Expense: Short-term facility use agreements (e.g. hotel contracts);; licensing agreements (e.g., software); property leases; consultants, service providers, artists &amp; presenters (includes Independent Contractors); services/goods from corporations; service or maintenance agreements; construction change orders and other similar documents</p> <p>Revenue; Contracts, leases, licenses, sponsored grants and contracts; renewals; agreements related to patents, copyrights, trademarks, servicemarks, licenses, land use; corporate sponsorships and similar documents; grant/contract applications or proposals for sponsored grants and contracts and similar documents</p> <p>“No Dollar”: Letters and memoranda of agreement or understanding; cooperative agreements; student internships; agreements related to patents, copyrights, trademarks, servicemarks, land use and similar documents that set forth mutual duties, responsibilities, corrective actions and similar matters</p> <p>May waive insurance requirements</p>	<p>\$100,000</p> <p>Standard delegation is \$100,000; Term of any agreement other than independent contractor agreements can be no longer than three years; for any agreement longer than one year, the total value of the agreement must be considered when determining dollar value. Independent contractor agreements must have a term of one year or less.</p> <p>Unlimited for sponsored programs and programs subcontracts</p>

					Delegation	
Status*	Last Name	First Name	Title	Area	For	\$ Amount
Fully Exec.	Weeks	Thomas	Director of Business Operations	Finance & Administration	Expense: Short-term facility rental agreements (e.g. hotel contracts); Consultants and service providers on Independent Contractor Agreement (ICA); Entertainers and presenters on Standard Performance /Presentation Agreement (SPA); Short-term equipment and vehicle rental; Purchase agreements for services/goods from corporations; Service or Maintenance Agreements (SMA); Software licensing and support agreements	\$34,999.99  Standard delegation is \$34,999.99; Term of any agreement, excluding ICAs or SPAs, can be no longer than three years; for any agreement longer than one year, the total value of the agreement must be considered when determining dollar value.  ICAs and SPAs must have a term of one year or less.
Fully Exec.	Kemery	Kelli	Special Services Administrator ( <a href="mailto:kkemery@plymouth.edu">kkemery@plymouth.edu</a> )	Finance & Administration	Expense: On USNH/PSU standard form template. If ICA, insurance requirement must be met.	\$9,999.99  Standard delegation is \$9,999.99; Term of any agreement can be no longer than one year.
<b>Department Authority</b>						
Fully Exec.	Crowell	Stuart	Interim Director, Silver Center for the Arts	Academic Affairs	Expense: Consultants & service providers on Independent Contractor Agreement form; services/goods from corporations; short-term facility rentals (e.g., hotel rooms); artistic performances on standard, and non-standard/ third-party forms Revenue: agreements for the use of Silver Center for the Arts	\$35,000  Term of any agreement can be no longer than one year. The total value of the agreement must be considered when determining dollar value. Independent contractor agreements must have a term of one year or less.

Status*	Last Name	First Name	Title	Area	Delegation	
					For	\$ Amount
Fully Exec.	Gyger	David	Ice Arena Manager	Finance & Administration	Revenue: Rental agreements for use of Ice Arena by outside parties on USNH or PSU standard form.	\$35,000  Standard delegation is \$35,000; Term of any agreement can be no longer than three years; for any agreement longer than one year, the total value of the agreement must be considered when determining dollar value.
Fully Exec.	Rice	Patricia	Director of Events and Conferencing	Finance & Administration – Events & Conferencing	Revenue: Events/Conferences Contracts on PSU standard Event/Conference Form	\$5000  Standard delegation is \$5,000. Term of any agreement should be no longer than 1 year.

\*Note: The status of "Fully Exec." means the delegation of signing authority is fully executed. This individual may now start to sign document/commitments on PSU's behalf for the items indicated for them. Full execution requires: a) approved delegated authority by CFO/VPFA on record at USNH Vice Chancellor's Office, and b) documented completion of the United Educators contract training module(s) on file in the Compliance/Planning Office. Anyone listed without this status indication means that delegation of authority privileges have begun are not yet in full effect and hence should not be signing documents/commitments.