

University System of New Hampshire

Financial and Administrative Procedures

Title: USNH Signature Authority Guidelines

Procedure: 6-003

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Approved By: USNH Chief Financial Officer

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#### **A. SUMMARY OF ADMINISTRATIVE POLICY**

1. This depicts the process by which certain authority assigned in New Hampshire from RSA 187.A (the establishment of the University System of New Hampshire) is delegated by the USNH Vice Chancellor for Finance and Administration and Treasurer (VCFA) to other officials within USNH or at the constituent institutions of USNH.
2. General Delegation Guidelines
  - a. Delegation is to an individual who holds a status position
  - b. Delegation is normally permanent until revoked (if specific circumstances warrant only a temporary delegation, changes must be requested to revert authority back on the last day of the delegation period)
  - c. Re-delegations may occur (to be considered on a case-by-case basis)
    - I. Those officials receiving a delegation may not re-delegate further unless the delegation specifically allows for further re-delegation
    - II. Multiple delegations of the same authority are acceptable (e.g., from a dean to all department chairs)
    - III. The Treasurer is to be informed of all re-delegations
    - IV. In all cases of delegation or re-delegation of signature authority, ultimate responsibility for transactions entered into is retained by the position having original signature authority

3. All delegations are to be reviewed on an annual basis, but will not be re-written unless there is a compelling necessity (e.g. title change, etc.)

## **B. DETAILED POLICY**

1. Delegation of Procurement Authority (POs, only)
  - a. The purchase of goods and services for the USNH is delegated by the VCFA to the USNH Chief Procurement Officer. (USNH Financial and Administrative Procedures Manual, Procedure 06-001: Purchasing Policy,). This delegation has no dollar limits.
  - b. With approval from the VCFA to Procurement Staff throughout USNH.
2. Delegation for Research and Sponsored Programs (University of New Hampshire and related sub campus only)
  - a. The VCFA will delegate authority to execute contracts, agreements and other legal documents related to the provision of research or consulting services, or other sponsored programs to the Senior Vice Provost for Research and the Senior Director, Research and Sponsored Programs Administration. These delegations will have no dollar limits.
  - b. These Officers may re-delegate this authority only as specifically noted on the "University of New Hampshire Office of Sponsored Research Institutional Signature Authority Form".
3. All Other Delegations
  - a. The Treasurer will delegate authority (subject to dollar limits) to each institution's chief financial officer for the following:
    - I. student affiliation, internship and/or clinical agreements
    - II. exchange programs
    - III. sponsored programs (at UNH the CFO will sign only in the event that neither of the named officials in Section C.1 is available)
    - IV. leases and rentals – revenue
    - V. leases and rentals – expense
    - VI. independent contractor(s) (e.g., consultants; service providers)
    - VII. artistic performance
    - VIII. tuition compacts
    - IX. construction and renovation work (some exceptions may apply)
  - b. Campus CFOs may re-delegate some or all of the authority granted to them
  - c. The following items are not under the purview of campus CFOs, and specific, separate delegations may be made by the VCFA to those officials who are responsible for these areas:

- i. purchase or sale of real property
- ii. acceptance of gifts of any type (n.b., Board of Trustee policy restricts this to the Chancellor, the Presidents and in the case of real property, to the Financial Affairs Committee of the Board; See: [ee](#); at UNH, the UNH Foundation may also accept gifts of any type See: [UNH.III.C: UNHF policy on accepting gifts](#))
- iii. hiring outside legal counsel
- iv. hiring auditors and/or accountants
- v. personnel benefits
- vi. banking services
- vii. insurance
- viii. acquiring an equity interest in start-up companies in exchange for the transfer of technology and other intellectual property (See [UNH.IV.D: Management of Equity Interests in Start-up Companies](#))
- ix. federal, state and local tax returns and other tax-related documents