

University System of New Hampshire Financial and Administrative Procedures

USNH SIGNATURE AUTHORITY MATRIX

Procedure 12-004

Issued By:

Issued Date: 07/01/2005

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AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS ON BEHALF OF THE UNIVERSITY SYSTEM OF NEW HAMPSHIRE AND ITS CONSTITUENT INSTITUTIONS

To approve, sign or execute contracts or agreements (including modifications, extensions and renewals) that in any way obligate the University System of New Hampshire to the performance of any act represents the exercise of the administration's fiduciary responsibility. No person is authorized to execute such documents on behalf of the USNH or their respective institution unless authority to do so has been delegated in writing by the Treasurer or other USNH or campus official authorized to make such delegations. For funding from NH state agencies to support UNH projects under the NH-USNH Master Agreement, see Executive Director of Sponsored Research under the Office of Research.

The following items and/or services are excluded from the delegations listed below: purchase or lease of a motor vehicle of any type, legal services, external audit or accounting services, banking services, insurance, investments, long-term facility rentals/leases, including apartments, condos, etc., and acquiring equity interests.

Granite State College Delegations

					Delegation	
Last Name	First Name	Delegation #	Title	Department	For	\$ amount
Cody	Kenneth	Y06-004	Associate Vice Chancellor for Finance	USNH Financial Services	All sponsored projects--any source; sponsored programs subcontracts; services/goods from corporations; short-term facility rentals (e.g., conference space; hotel rooms, etc); student internships; independent contractor agreements and artistic performances; contract course agreements; may waive insurance requirements	Unlimited for sponsored programs; sponsored program subcontracts and contract courses; \$75,000 for all other contracts/agreements

Shawney	Lisa	G06-001	Director, Finance and Planning for Granite State College	USNH Financial Services	All sponsored projects--any source; sponsored programs subcontracts; contract courses (revenue) with school districts, companies and other organizations for the provision of instruction services	unlimited
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Keene State College Delegations

		Delegation				
Last Name	First Name	Delegation #	Title	Department	For	\$ amount
Draper	James	K06-002	Director of Campus Purchasing and Contract Services	Purchasing and Contract Services	Services/goods from corporations; on and off campus short-term facility rentals (e.g., conference space; hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; athletic corporate sponsorships; community service agreements; in the absence of the Vice President for Finance and Planning, may sign sponsored project agreements and sponsored programs subcontracts; may waive insurance requirements	\$75,000
Halter	John	K06-003	Budget Coordinator	Business Office	Artistic performances/concerts	\$5,000
House	Karen	K06-001	Associate Vice President for Finance	Finance and Planning	Services/goods from corporations; on and off campus short-term facility rentals (e.g., conference space; hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; athletic corporate sponsorships; community service agreements; in the absence of the Vice President for Finance and Planning, may sign sponsored project agreements and sponsored programs subcontracts; may waive insurance requirements	\$75,000
Kahn	Jay	Y06-002	Vice President for Finance and Planning	Finance and Planning	All sponsored projects--any source; sponsored programs subcontracts; services/goods from corporations; on and off campus short-term facility rentals (e.g., conference space; hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; athletic corporate sponsorships, community service agreements; may waive insurance requirements	unlimited for sponsored projects and sponsored program subcontracts; \$75,000 for all other contracts
Ratliff	John	K06-004	Athletic Director	Athletics	Athletic corporate sponsorships	\$10,000
Striffolino	Paul	K06-005	Director Campus Life	Campus Life	Agreements for the use of KSC facilities	\$10,000

Plymouth State University Delegations

					Delegation	
Last Name	First Name	Delegation #	Title	Department	For	\$ amount
Andresen	Joan	P06-005	Purchasing Agent	Purchasing	Maintenance and service agreements for office equipment; artistic performances	\$25,000
Barone	David	P06-009	Director, Lamson Library		NELINET agreements	\$50,000
Burrows	Doreen	P06-004	Accountant for Graduate Studies and Community Outreach	Graduate Studies and Community Outreach	Use of PSU facilities for Graduate Studies conferences; artistic performances or educational presentations; master teaching agreements; community education instructor agreements	\$5,000
Crangle	William	Y06-003	Vice President for Finance	Financial Affairs	All sponsored projects--any source; sponsored programs subcontracts; services/goods from corporations; on and off campus short-term facility rentals (e.g., conference space; hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; master teaching agreements; community education instructor agreements; may waive insurance requirements	Unlimited for sponsored programs and sponsored program subcontracts; \$75,000 for all other contracts/agreements
Horton	Michael	P06-008	Manager, Facilities Information Systems	Physical Plant Administration	Maintenance and service agreements for physical plant equipment	\$10,000
Huckins	Heather	P06-001	Manager, Purchasing and Contract Services	Purchasing	Services/goods from corporations; on and off campus short-term facility rentals (e.g., conference space; hotel rooms, etc.); independent contractor agreements and artistic performances; community education instructor agreements; may waive insurance requirements	\$50,000
Jeffrey	Diane	P06-002	Director, Silver Cultural Arts Center		Agreements for the use of Silver Cultural Arts Center; artistic performances	\$15,000 for use of Silver Cultural Arts Center; \$10,000 for artistic performances
Muzzey	Loretta	P06-007	Manager of Accounting and Support Services	Business Office	Independent contractor agreements and artistic performances	\$5,000
Potter	Teresa	P06-003	Director, HUB and Student Activities		Agreements for the use of Hartman Union Building; artistic performances	\$15,000 for use of Hartman Union Building; \$10,000 for artistic performances

					Delegation	
Last Name	First Name	Delegation #	Title	Department	For	\$ amount
Thurston	Ann	P06-006	Business Manager for Academic Affairs	Academic Affairs	Independent contractor agreements and artistic performances	\$5,000

University of New Hampshire Delegations

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Hamer	Nancy	U06-031	Director, Academic Affairs BSC	Academic Affairs	ASCAP, BMI, SEASAC licenses; WUNH broadcast license; SAFO contracts and other SAF expenditures; Saul O Sidore lecture series; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.)	\$25,000 for licenses, SAFO/SAF and Sidore lecture series; \$10,000 for other services/goods and facility rentals
Mallory	Bruce	U06-011	Provost and Executive Vice President for Academic Affairs	Academic Affairs	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; may also sign agreements for any UNH college or school and the Dimond Library in the absence of the RC Unit head	\$25,000
Melanson	Leigh Anne	U06-015	Associate Vice Provost for Academic Administration	Academic Affairs	In the absence of the RC Unit Head, may sign for services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Wright	Vicki	U06-034	Director, University Art Gallery	Academic Affairs	art gallery exhibitions	\$5,000

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Potter	Sarah	U06-038	Associate Executive Director, Alumni Affairs	Alumni Association	use of Elliott Alumni Center; corporate sponsorships; membership & marketing agreements; Alumni Marketplace vendors; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); food & beverage services; transportation agreements; alumni association programs; independent contractor agreements	unlimited for use of Elliott Alumni Ctr. and corporate sponsorships; \$25,000 for membership and marketing agreements, alumni association programs and independent contractor agreements; \$75,000 for Marketplace vendors; facility rentals, food & beverage and transportation agreements
Sanborn	J. Gregg	U06-030	Executive Director, Alumni Affairs	Alumni Association	use of Elliott Alumni Center; credit card agreement; corporate sponsorships; membership & marketing agreements; Alumni Marketplace vendors; printing UNH Magazine; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); food & beverage services; transportation agreements; alumni association programs; independent contractor agreements	unlimited for use of Elliott Alumni Ctr., credit card agreement, and corporate sponsorships; \$25,000 for membership and marketing agreements, alumni association programs and independent contractor agreements; \$75,000 for Marketplace vendors, UNH Magazine printing; facility rentals, food & beverage and transportation agreements

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Schwindt	Kelly	U06-039	Director, Alumni Programs	Alumni Association	Short-term facility rentals (e.g., conference space, hotel rooms, etc.); food & beverage services; transportation agreements; alumni association programs	\$5,000
Madsen	Patricia	U07-013	Associate Athletic Director – Finance	Athletics	Team supply agreements; concession stand agreements; photo services agreements; food & beverage agreements (off campus only) and golf tournaments; corporate sponsorships	\$25,000 limit on all except golf which is \$50,000 and corporate sponsorships which is \$30,000
Metcalf	Steven	U06-028	Associate AD for Internal Operations	Athletics	athletic game guarantees (revenue or expense); use of athletic facilities	\$10,000
Scarano	Martin	U06-012	Director, Intercollegiate Athletics	Athletics	athletic game guarantees (revenue or expense); use of athletic facilities; broadcast agreements; corporate sponsorships; food & beverage contracts and golf tournaments	unlimited for corporate sponsorships, facilities usage and game guarantees-rev; \$75,000 for all others; food and beverage and golf tournaments limited to \$50,000.
Sheehan	Dorothy	U06-035	Associate AD for External Relations	Athletics	broadcast agreements	\$10,000
Burch	Shelley	U07-001	Assistant General Manager, NEC	Business Affairs	Use of New England Center	unlimited
Chase	Melissa	U08-008	Development/Sales Specialist	Business Affairs	Use of New England Center	unlimited
Clough	Jordyne	U08-010	Event Planner	Business Affairs	Use of New England Center	unlimited
Gombar	Jane	U06-022	Conference Services Manager, NEC	Business Affairs	Use of New England Center	unlimited
MacDonald	Richard	U06-036	Assistant Director, UHS	Business Affairs	Equipment rental and maintenance agreements for UHS	\$25,000

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
May	David	U06-049	AVP Business Affairs	Business Affairs	Use of New England Center and other UNH facilities for conferences; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	Unlimited for use of NEC and other UNH facilities; \$25,000 for all other delegations
McClintock	Dorrie	U06-021	Manager, Conferences & Catering, UHS	Business Affairs	use of UNH facilities for conferences	unlimited
Morin	Laura	U06-025	Day Meeting Planner, NEC	Business Affairs	Use of New England Center	unlimited
Parker	Kathleen	U08-009	Development/Sales Specialist	Business Affairs	Use of New England Center	unlimited
Zizos	Anthony	U06-013	Associate VP, Operations	Business Affairs and Facilities Operations & Maintenance	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; roof top & tower space leases up to 25 years in duration	\$25,000 \$25,000/year for roof or tower space rentals
DesRoches	Kathy	U07-007	Training Coordinator	College of Engineering and Physical Sciences	Off-campus facility rentals for Technology Transfer Center workshops/programs	\$20,000
Klewicki	Joseph	U06-045	Dean, College of Engineering and Physical Sciences	College of Engineering and Physical Sciences	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Mandsager	Kathleen	U07-009	Program Coordinator	College of Engineering and Physical Sciences	Off-campus facility rentals for Coastal Response Research Center workshops/programs	\$20,000
Myers	Kathryn	U07-006	Program Support Assistant	College of Engineering and Physical Sciences	Off-campus facility rentals for Technology Transfer Center workshops/programs	\$20,000

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Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Roberts	Katherine	U07-005	Director of Financial Services	College of Engineering and Physical Sciences	Off-campus facility rentals for Technology Transfer Center and/or Coastal Response Research Center workshops/programs	\$20,000
Allsop	MaryAnn	U06-055	Information Support Ass't.	College of Health and Human Services	hotel/conference related agreements/contracts for the Institute on Disability only	\$5,000
Arrington	Barbara	U08-007	Dean, College of Health & Human Services	College of Health and Human Services	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; revenue agreements with other institutions for IOD-performed services	\$25,000
Bimbo	Linda	U06-053	Project Director	College of Health and Human Services	hotel/conference related agreements/contracts for the Institute on Disability only	\$5,000
Cicolini	Nancy	U06-054	Program Support Ass't.	College of Health and Human Services	hotel/conference related agreements/contracts for the Institute on Disability only	\$5,000
McPhee	Pamela	U06-018	Director, Browne Center	College of Health and Human Services	use of Browne Center by UNH colleges/schools/departments; use of Browne Center by non-UNH groups	\$25,000
Stone	Michele	U06-056	Director, Finance and Administrative Services	College of Health and Human Services	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; revenue agreements with other institutions for IOD-performed services	\$25,000
DeTurk	Mary	U06-046	Manager, Celebrity Series	College of Liberal Arts	artistic performance agreements	\$25,000
Hoskin	Marilyn	U06-002	Dean, College of Liberal Arts	College of Liberal Arts	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
St. Louis	Susan	U06-016	Director, COLA BSC	College of Liberal Arts	picture writing program	\$10,000

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Brady	Thomas	U08-005	Dean, College of Life Sciences and Agriculture	College of Life Sciences & Agriculture	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Pierce	Glenn	U07-010	Farm Service Manager	College of Life Sciences & Agriculture	United States Department of Agriculture agreements/contracts: Farm Service Agency Program; Commodity Credit Corporation Program and Federal Crop Insurance Corporation Program	unlimited
Sawtelle	Tina	U06-017	Director, COLSA BSC	College of Life Sciences & Agriculture	horse stall leases; use of livestock activities center; farm residence agreements; student rentals; agricultural land leases; equine use agreements	\$2,500 for land leases; \$5,000 for equine leases; \$25,000 for all other delegations
Bronson	Deborah	U06-037	Director, Finance & Administration - CIS	Computing and Information Services	Hardware and software maintenance and license agreements for CIS	\$25,000
Brym	Petr	U06-042	Director, CIS Telecom & Client Services	Computing and Information Services	Granite State Distance Learning Network (GSDLN) agreements	\$25,000
Dinneen	Frankie	U07-011	Manager of Administration and Contracts - CIS	Computing and Information Services	In absence of Director, Finance/Administration – CIS execute original contracts and agreement; execute renewal contracts and agreements	\$25,000
Franke	Thomas	U06-050	AVP Computing & Information Services	Computing and Information Services	Services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Pike	John	U06-006	Dean and Director of Cooperative Extension	Cooperative Extension Service	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000

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Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Tebbetts	Diane	U08-003	Interim Dean, University Librarian	Dimond Library	OCLC agreements; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	Unlimited for OCLC; \$25,000 for all others
Chamberlin	Paul	U06-014	AVP Energy & Campus Development	Facilities Services	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000;
VanDessel	Larry	U05-001	Executive Director, Facilities Design & Construction	Facilities Services	Project amendments to state of NH project agreement, Increased CNG Fueling Capacity, only	unlimited
Cannon	Richard	Y06-008	VP Finance and Administration	General Administration	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances for any RC unit. May also waive insurance requirements.	\$75,000
Proulx	David	U06-040	AVP Finance & Administration	General Administration	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances for any RC unit. May also waive insurance requirements.	\$75,000
Bartlett	David	U06-047	Research Professor	Institute for the Study of Earth, Oceans and Space	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Moore	Berrien	U06-007	Director, EOS	Institute for the Study of Earth, Oceans and Space	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements	\$25,000

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
					and artistic performances	
Frid	Peter	U06-009	CEO and General Manager - NHPTV	NH Public Television	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Whalen	Christopher	U07-003	Director Finance and Administration	NH Public Television	NHPTV broadcast tower space rentals; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000/contract year—up to 25 years in duration for tower leases; \$25,000 for all others (up to 3 years duration)
Eighmy	Taylor		Vice President for Research	Office of Research	all sponsored projects--any source; sponsored programs subcontracts; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	unlimited for sponsored programs and subcontracts; \$25,000 for all others and limited to RC unit
Cataneo	Kathryn	U02-001	Executive Director of Sponsored Research	Office of Research	all sponsored projects from any source, including agreements under the NH-USNH Master Agreement; all sponsored programs subagreements	unlimited
Goldberg	Tammy	U07-002	Director Finance and Administration	Office of Research	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Murray	Jennifer	U08-006	VP University Communications & Marketing	President's Office	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$20,000

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Byrne	Dennis	U06-019	Director, Campus Recreation	Student and Academic Services	use of Hamel Recreation Center and associated playing fields and Whittemore Center Arena; services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Lustgraaf	Mary Anne	U06-020	Director, Memorial Union Bldg.	Student and Academic Services	use of MUB by UNH colleges/schools/departments; use of MUB by non-UNH groups	\$25,000
Rubinstein	Mark	U06-010	VP for Student and Academic Services	Student and Academic Services	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Lever	Virginia	U06-043	Director, College Relations	UNH-Manchester	Advertising agreements for UNH-M	\$10,000
Woolever	Kristin	U06-044	Dean, UNH-Manchester	UNH-Manchester	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000
Nyberg	Jacqueline	U06-033	Purchasing Specialist/Manager	USNH Financial Services	rentals, leases and maintenance agreements for office equipment; independent contractor agreements	\$25,000
Pollard	Lisa	U06-032	Purchasing Specialist/Manager	USNH Financial Services	rentals, leases and maintenance agreements for office equipment; independent contractor agreements	\$25,000
Smith	Denise	U06-041	Director, USNH Purchasing & Contract Services	USNH Financial Services	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances for any RC unit. May also waive insurance requirements.	\$75,000

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Abraham	George	U06-027	Director, Graduate and Executive Programs	Whittemore School of Business & Economics	Executive Development programs--revenue; placement of promotional ads; rental of off-site facilities	unlimited for revenue; \$25,000 for all others
Innis	Daniel	U08-004	Dean	Whittemore School of Business & Economics	services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances	\$25,000

University of New Hampshire Foundation Delegations

					Delegation	
Last Name	First Name	Delegation #	Title	College/School/RC Unit	For	\$ amount
Roundy	Edward	UF03-001	VP & Treasurer	UNH Foundation	Receipt of bequests and trusts for UNH	Unlimited

University System of New Hampshire Delegations

					Delegation	
Last Name	First Name	Delegation #	Title	Department	For	\$ amount
Cody	Kenneth	Y06-005	Associate Vice Chancellor for Finance	USNH Financial Services	For any campus: Services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; master teaching agreements; community education instructor agreements; may waive insurance requirements; in the absence of the VP for Finance & Planning at KSC or the VP for Finance at PSU sign for sponsored projects—any source and sponsored programs subcontracts for those campuses.	Unlimited for sponsored programs and subcontracts; \$250,000 for all others
Cotter	Diane	Y06-006	Senior Contract Officer	USNH Financial Services	For any campus: Services/goods from corporations; short-term facility rentals (e.g., conference space, hotel rooms, etc.); student internships; independent contractor agreements and artistic performances; master teaching agreements; community education instructor agreements; may waive insurance requirements; in the absence of the VP for Finance & Planning at KSC or the VP for Finance at PSU sign for sponsored projects—any source and sponsored programs subcontracts for those campuses.	Unlimited for sponsored programs and subcontracts; \$250,000 for all others

