Policy & Procedure Review

Date Submitted: _______ August X, 2014XX
Department: Xxxxx Xxxxx
Division: Operations Division
Authority (RCW, WAC): RCW 28B.10.528
RCW 28B.35.120 (1), (2), (6), (7), (9), (11), and (12)
CWUP 1-10-060
CWUP 1-80

Policy & Procedure Number:

CWUP 2-10-170 Appointing Authority, Delegation of Authority
CWUP 2-10-180 Contracting Authority
Published on Resources and Reports (http://www.cwu.edu/resources-reports)

New Revision Last Revision 02-05-2014 XX/XX/XXXX

Title: Appointing Authority, Delegation of Authority and Contracting Authority

Summary of Impact:

CWUP 2-10-170 Appointing Authority and Delegation of Authority and CWUP 2-10-180 Contracting Authority were reviewed, combined and revised to reflect staffing changes and updates. Language was added to the policy to reflect this change and the text was edited to enhance readability.

The following staff members contributed to this effort:

Stevan DeSoer, Vice President for Operations
Shelly Baird, Director Budget and Budget Development
Linda Schactler, Executive Director Public Affairs / Chief of Staff
George Clark, VP Business & Financial Affairs
Drue Larson, Executive Assistant to the Vice President for Operations

These changes have been vetted through the University Policy Advisory Committee (UPAC) and CWU Cabinet and University Policy Advisory Committee (UPAC).

[Responsibility: Operations Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: XX/XX/XXXX; Approved by: James L. Gaudino, President]
This policy defines Appointing Authority (AA), Delegation of Authority and Contracting Authority.

**References**
- RCW 28B.10.528
- RCW 28B.35.120
- CWUP 1-10-060
- CWUP 1-80

**Executive Division**: Cabinet level organizational areas, includes; Academic and Student Life, Business and Financial Affairs, Operations, and the President’s area.

**Definition of Responsibility**

1. Those individuals designated by the President as "Appointing Authorities" use the President’s delegated authority to make administrative decisions relating to:
   - **Employment**: such as employment, appointment, discipline, change assignment, or termination regarding classified, administrative exempt, and student employees. Changes effecting employment and/or compensation effecting decisions may not be delegated below Appointing Authority level.
   - **Budget (Principal Budget Authority)**: AAs have certain administrative and fiscal authority, as established in policy and procedures, for travel, purchasing, and other areas necessary for the efficient and effective organizational administration of CWU. These areas may be delegated to positions directly reporting to the Appointing Authority or others specifically designated within an Appointing Authorities area of responsibility.
   - **Contracts**: AAs have the authority for contracting for current operations up to $25,000 when such contracting is in accordance with budgets approved by the Board of Trustees (BOT). This responsibility may be delegated as defined by policy.
   - **Goods and Services**: Those elements necessary for the efficient and effective functioning of daily administrative operation.
2. Decisions made by Appointing Authorities must be made in accordance with: Federal laws and regulations; State laws and regulations; University Policies, Procedures, and Regulations governing the applicable area to include the Exempt Code, Faculty Code and faculty or staff union contracts.

a.
(B)
(C)

(4) Delegation of Authority

Appointing Authorities and direct reports within their respective areas hold appropriate levels of responsibility for approval of transactions that are indicated in applicable procedures (see (5) below). All general and specific delegations of authority under this policy must be consistent with these final levels of responsibility. However, the Appointing Authority remains fully responsible for all transactions executed under the delegated authority.

(5) Delegated Authority for Workflow Approvals

Because CWU uses various workflow processes for purposes of internal control and audit documentation, delegations and/or approvals built into those systems are automatically valid and binding. The following matrix identifies areas of responsibility and provides guidelines showing when other departments – payroll, human resources, budget and/or accounting may also be involved.

![Approval Matrix]

(6) Appointing

The following list shall establish the positions designated by the President as "Appointing Authorities".

(A)
Chief of Staff
Director, Athletics
Executive Director, Public Affairs
Vice President, University Advancement

(B)
Provost/Vice President for Academic and Student Life
Associate Provost
Executive Director, International Studies and Programs
Dean, College of Arts and Humanities
Dean, College of Business
Dean, College of Education and Professional Studies
Dean, College of the Sciences
Dean, Graduate Studies and Research
Dean, Libraries
Dean, Student Success
Associate Dean, Student Achievement
Associate Dean, Student Living
Associate Dean, Student Development
Director, Continuing Education
Director, Operations, University Centers

(C)
Vice President for Business and Financial Affairs
Associate Vice President, Finance and Business Auxiliaries
Associate Vice President, Enrollment Management

(D) OPERATIONS DIVISION:
Vice President for Operations

Chief Human Resource Officer
Director, Parking and Police Services
Director, Capital Planning and Projects
Director, Facilities Maintenance/Operations
Executive Director, Organizational Effectiveness

(7)
Following are designated CWU positions with the appropriate “Contracting Authority” delegation identified:

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(A) FOR
President
Provost/Vice President for Academic and Student Life
Chief Financial Officer/Vice President for Business and Financial Affairs
Chief Operations Officer/Vice President for Operations
Chief of Staff
Associate Vice President for Finance and Business Auxiliaries

(B) APPOINTING AUTHORITIES
All Appointing Authorities are authorized to issue necessary contracts for services as well as purchase goods in amounts less than $25,000 for their respective areas.

(C) All Appointing Authorities are authorized to issue necessary contracts for services and to purchase goods in amounts less than $25,000 for their respective areas.

1. Director, Purchasing Contracts, Procurement, Contracts & Surplus Inventory
2. Procurement & Supply Specialist IV and at the PSS IV discretion:
   a. Procurement & Supply Specialist III up to the amount where the state requires formal written bids.
   b. Procurement & Supply Specialist II up to the amount where the state requires formal written bids.
   c. Contract Specialist I up to the amount where the state requires formal written bids.
   d. Procurement & Supply Specialist I up to one-half the amount where the state requires formal written bids.

(D) FOR SELECTED CONTRACTING ACTIVITIES AS SET FORTH BELOW
1. Director, Capital Planning and Projects & Director, Facilities Maintenance/Operations
   a. Limited to contracting between Central Washington University and contractors for the completion of capital projects as specifically approved by the State Legislature and the University Board of Trustees.
   b. This authority extends to contracts, change orders and field authorizations up to a limit of $200,000 per transaction.

   c. The Director, Capital Projects may, with the written concurrence the President or a Vice President, delegate contracting authority at a lower level to licensed architects and engineers who are Project Managers on individual construction projects. Such delegation shall not exceed $75,000. Authority for the actual disbursement of funds after the completion of work will require the signatures of the Project Manager and a higher-level supervisor.

Commented [JK3]: Might I suggest these are combined, as they all have the same level of authority, just different titles
(i) Such delegation of contracting authority shall not exceed $75,000.

2.

a. Limited to contracting for computing and voice/data equipment, software, and supportive services in accordance with the policies, procedures, and Washington Administrative Codes established by the State Information Services Board pursuant to Chapter 43.105 RCW.

3.

a. Limited to contracting for the rental of performance music to be used by departmental ensembles and chamber groups and for agreements related to the loan of musical instruments for departmental use.

(i) These performance music rental and instrumental loan agreements may not exceed $1000 for any one contract.

4.

a. Limited to contracting for the CT3 contract forms and other contract forms associated with Worker Retraining and Workforce initiatives, as part of the Master Washington State Employment Security Department Agreement.

5. Secretary to the Board

a. All contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness’s, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by order of the board of trustees and for all meeting arrangements (food, lodging, meeting space) for the board of trustees.

a. All University public records affidavit responses, sexual misconduct release statements, delegated power of authority for all recovery/restitution requests, and interrogatories responses and settlement as required by the Attorney General Office in response to tort and litigation brought against the University.

[Responsibility: __________________; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: XX/XX/20XX; Approved by: James L. Gaudino, President] [Responsibility: Operations Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: XX/XX/20XX; Approved by: James L. Gaudino, President]
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