

Memorandum

To: Lyndel Manson, Chair, Arizona Board of Regents
John Arnold, Executive Director, Arizona Board of Regents

From: José Luis Cruz Rivera, President, Northern Arizona University



Copy: Bjorn Flugstad, Senior Vice President for University Operations & CFO, NAU
Michelle Parker, Vice President for Legal Affairs and General Counsel, NAU
Jennifer Pollock, Vice President for Legal Affairs and General Counsel, ABOR

Re: Northern Arizona University Contract Signature Authority Delegations List

Date: July 25, 2022

Arizona Board of Regents Policy 3-103 authorizes the university presidents to designate certain university officials, by title and as certified to the Chair of the Board, to execute contracts and other written instruments for and on behalf of the Arizona Board of Regents. The policy also authorizes me, as the President of Northern Arizona University (NAU), to specify limitations on signature authority for each person. NAU's Contract Signature Authority policy further sets forth the university's policy regarding delegation of signature authority for purposes of executing contracts in which NAU is a party.¹

Pursuant to these Board and university policies, I therefore delegate to the Senior Vice President for University Operations and Chief Financial Officer the authority to execute contracts and other written instruments² of any type on behalf of the Arizona Board of Regents, for and on behalf of NAU, after collaboration with the President's office as may be appropriate. The Senior Vice President for University Operations and Chief Financial Officer may further sub-delegate signature authority to sign contracts and other written instruments to other university officials.

¹ In addition, the president of the university may delegate his authority to execute contracts and other written instruments to appropriate university officials without certification to the executive director of the board in the following circumstances: (1) the value of the university's obligation under the contract or other written instrument is \$10,000 or less; and (2) the delegation of authority is warranted to improve efficiency and effectiveness of university operations and does not unduly expose the board or the university to financial loss.

² Pursuant to Arizona Board of Regents Policy 3-801, all expenditures of public funds are subject to University Procurement Code (except as otherwise provided in the University Procurement Code). Procurement contracts require the review and signature of Contracts, Purchasing and Risk Management.

This memorandum certifies the Senior Vice President for University Operations and Chief Financial Officer's sub-delegation of signature authority to the university officials listed below. The scope of such delegation for each university official is reviewed and detailed in an annual delegation memorandum signed by the university official, and is limited to contracts and other written instruments that relate directly to the functions and responsibilities of the official's position, provided such documents have been approved in advance as to form and compliance by the Office of General Counsel and/or Contracts, Purchasing, and Risk Management, as appropriate. No further sub-delegation of signature authority is permitted beyond those officials listed below.

- Vice President for University Strategy and Senior Associate to the President
 - Associate Vice President for Strategic Planning, Institutional Research, and Analytics and Chief Data Officer
- Chief of Staff
- Senior Vice President for Engagement and Public Affairs
 - Chief Marketing Officer
 - Associate Vice President for Community Relations
 - Vice President for Advancement | Foundation
- Vice President and Chief Human Resource Officer
- Vice President for Intercollegiate Athletics
- Associate Vice President for Communications
 - General Manager, KNAU
- Vice President for Economic Mobility and Social Impact
- Vice President for Legal Affairs and General Counsel
- Executive Vice President and University Provost
 - Deans
 - Vice Provosts
 - Associate Vice President and Campus Executive Officer, NAU-Yuma
- Vice President for Student Affairs
- Vice President for Research
 - Associate Vice President for Research, Compliance
 - Associate Vice President for Research, Sponsored Projects

- Vice President for Enrollment Management
- Vice President for Technology and Chief Information Officer
- Vice President for Native American Initiatives
- Associate Vice President for Contracts, Purchasing, and Risk Management

The following individuals are authorized to sign contracts and written instruments, as directed by the Associate Vice President for Contracts, Purchasing, and Risk Management, who will define the scope of signature authority within the Office of Contracts, Purchasing, and Risk Management, and, as may be appropriate, as approved by the university's Office of General Counsel:

- Director- Contracts, Purchasing and Risk Management
- Purchasing Manager- Contracts, Purchasing and Risk Management
- Assistant Manager-Contracts, Purchasing and Risk Management
- Contracts Analyst, Senior-Contracts, Purchasing and Risk Management
- Senior Buyer-Contracts, Purchasing and Risk Management
- Procurement Coordinator, Senior-Contracts, Purchasing and Risk Management
- Procurement Coordinator, Intermediate-Contracts, Purchasing and Risk Management
- Procurement Specialist, Senior- Contracts, Purchasing and Risk Management
- Manager, Inventory- Contracts, Purchasing and Risk Management
- Material Supply Storekeeper, Intermediate- Contracts, Purchasing and Risk Management