



**Signature Authority for Financial Document Types
Per UVI Financial Policy
With Policy References and Delegation Dates (where available)**

Contracts

| Contract Type | Approval Required | Policy Reference | Delegation Date |
|---|---|-------------------------|---------------------------------------|
| Contracts > \$1,000,000 | Board of Trustees | §1.8, §1.21(B)(5) | N/A |
| Up to \$1,000,000 | President | §1.8, §1.21(A)(1) | Delegated by Board Policy |
| Routine Service & Professional Agreements | Component Heads or Designees (in writing) | §1.21(A)(2) | As designated in writing by President |
| Purchase Orders | Chief Procurement Officer or Designee | §1.11, §1.21(A)(3) | Ongoing delegation |
| Real Property Transactions (Acquisitions, Sales, or Leases over \$1M) | Board of Trustees | §1.21(B)(1)-(3) | N/A |
| Construction Contracts > \$1,000,000 | Board of Trustees | §1.21(B)(5) | N/A |
| Architecturally Significant Construction Projects | Board of Trustees | §1.21(B)(6) | N/A |
| Banking or investment agreements | Board of Trustees | §1.21(B)(4) | N/A |

Purchase Requisitions and Orders

| Dollar Threshold | Signature Authority | Policy Reference | Delegation Date |
|-------------------------|--|-------------------------|------------------------------------|
| > \$1,000,000 | Board of Trustees | §1.8 | N/A |
| Up to \$1,000,000 | President | §1.8 | N/A |
| Up to \$100,000 | VP for Administration & Finance | §1.8 | Ongoing (President-delegated) |
| Up to \$50,000 | VPs, Component Heads, Deans | §1.8 | Ongoing |
| Up to \$10,000 | Department/Budget Heads or designees (written) | §1.8, §1.10 | With written authorization on file |

Banking and Financial Agreements

| Document Type | Approval Authority | Policy Reference | Delegation Date |
|-------------------------------|---------------------------|-------------------------|------------------------|
| Banking/Investment Agreements | Board of Trustees | §1.21(B)(4) | N/A |
| Routine Banking Contracts | VP for Admin & Finance | §1.21(A)(1) | Delegated by President |

Travel, Hospitality & Entertainment

| Document Type | Approval Authority | Policy Reference | Delegation Date |
|---------------------------------|--|-------------------|-------------------------|
| Travel Vouchers | Dept. Heads or Supervisors | §III.1.4(C), §1.7 | N/A |
| President's Travel | Self-authorized, VP for Admin & Finance approved | §III.1.5(J) | Per employment contract |
| Hospitality Events | Dean or VP-level pre-approval | §IV.1.5(2)-(3) | Ongoing |
| Hospitality w/ Restricted Funds | PI + VP if required | §IV.1.10(B) | Ongoing |

Real Property and Leases

| Document Type | Approval Required | Policy Reference | Delegation Date |
|----------------------------|----------------------------------|------------------|-----------------|
| Purchase/Sale/Lease > \$1M | Board of Trustees | §1.21(B)(1)-(3) | N/A |
| Routine Space Leases | VP Admin & Finance (or designee) | §1.21(A)(1), UVI | N/A |

Construction Contracts

| Contract Type | Approval Authority | Policy Reference | Delegation Date |
|--|--------------------------------|------------------|-----------------|
| Projects > \$1M or Architecturally Significant | Board of Trustees | §1.21(B)(5)-(6) | N/A |
| Minor Projects < \$10M, not debt-financed | VP Admin & Finance or delegate | §1.21(B)(5)-(6) | N/A |
| Construction Services < \$50,000 | Informal approval per policy | §1.13(5)(a) | Ongoing |

Credit Cards (Corporate & Procurement)

| Responsibility | Authority | Policy Reference | Delegation Date |
|--------------------------------|--|------------------------|-----------------|
| Program Oversight and Issuance | VP Admin & Finance (Program Administrator) | §II.2.4(A), §II.2.6(A) | Ongoing |
| Use Approvals and Card Limits | Unit Heads + VP Admin & Finance | §II.2.6-2.7 | Ongoing |

Surplus Property Disposition

| Action | Approval Authority | Policy Reference | Delegation Date |
|---|---|--------------------------|-----------------|
| Declare Surplus | Department Head + Chief Procurement Officer | §III.3.5(A), §III.3.6(A) | Ongoing |
| Disposal Methods (transfer, donation, sale) | President or Chief Procurement Officer, depending on method | §III.3.6(C)-(E) | Ongoing |