



Lloyd A. Blanchard, PhD
Interim Vice President for Finance and Chief Financial
Officer and Associate Professor in Residence,
Department of Public Policy

May 11, 2022

TO: All Staff
CC: Office of the General Counsel
FR: Lloyd Blanchard, Interim Vice President for Finance and Chief Financial Officer
RE: **Sub-Delegation of Contract Approval and Signing Authority**

The University of Connecticut Board of Trustees resolution dated February 18, 2010 (“Board Resolution”) grants the President signing authority for all University contracts and allows the President to delegate such authority as deemed appropriate. Pursuant to the Resolution, the President issued the University Contract Signing Authority Delegation on May 2, 2022 (“President’s Delegation”). The President’s Delegation authorizes me to sub-delegate my authority to certain employees under my supervision.

In accordance with President’s Procedures for Approving and Signing Contracts On-Behalf of the University and to the extent permitted by the President’s Delegation, I hereby issue, effective immediately, the following sub-delegations of authority.

| <u>TITLE</u> | <u>CONTRACT VALUE</u> |
|---|-----------------------|
| Associate Vice President (AVP) for UBS* | Less than \$500,000 |
| Any Associate Vice President | Less than \$250,000 |

LIMITED AUTHORITY TO FURTHER SUB-DELEGATE

I further authorize the AVP for UBS to sub-delegate the authority to approve and sign (1) contracts for goods or services valued at less than \$50,000 to any Director reporting to the AVP for UBS; and (2) contracts for goods or services valued at less than \$10,000 to any purchasing Category Manager reporting to the AVP for UBS.

Each sub-delegation is limited to approving or signing contracts that necessary to support or further the mission of the University. This authority may not be further sub-delegated.

**Authorization is limited to approving and signing contracts for goods or services.*

University of Connecticut Chief Financial Officer Signing Authority Delegations

| Authorized Contract Value | Signatories | Type of Contract/Agreement |
|---|--|---|
| Any amount** | Executive Vice President and Chief Financial Officer | Any contract necessary to support or further the mission of the University. |
| Less than \$500,000 | Associate Vice President for University Business Services | Any goods or services contract necessary to further the mission of the University |
| Less than \$250,000 | Associate Vice President for Financial Operations and Controller | Any contract to support the academic operations under the Assistant Vice President for Financial Operations and Controller's respective control |
| Less than \$50,000 | Director, University Business Services*** | Any goods or services contract necessary to further the mission of the University |
| Less than \$10,000 | Category Manager, University Business Services*** | Any goods or services contract necessary to further the mission of the University |
| <i>**Contracts with a value of \$1 million or greater may require prior approval from the Board of Trustees</i> | <i>*** As further sub-delegated by Assistant Vice President for University Business Services</i> | |