



UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents

Resolution No. 19-24

**RELATIVE TO APPROVING THE REVISED UNIVERSITY OF GUAM
DELEGATION OF AUTHORITY POLICY**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the Western Pacific region;

WHEREAS, UOG governance and well-being is vested in the Board of Regents (BOR);

WHEREAS, the University has been undergoing a review of its Rules, Regulations and Procedures Manual (RRPM) which is being changed to the University Policy Manual (UPM) and in line with that review, the UOG Delegation of Authority policy was reviewed and revised;

WHEREAS, the changes to the policy include increasing the petty cash level from \$150 to \$250, the Purchase Card/Credit card limit was changed from \$500 to \$2,000, the purchase order signing authority was increased from \$15,000 to \$25,000, and the Vice President of Administration and Finance is authorized to make future adjustments to the petty cash level without further Board approval;

WHEREAS, the revised policy has been through the UOG shared governance process and is now being brought to the BOR for review and approval; and

WHEREAS, the Budget, Finance and Audit (BFA) Committee and the President have reviewed and recommend the draft policy to the BOR for approval.

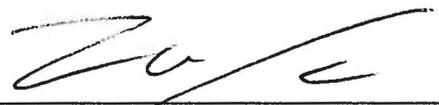
NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby adopts the revised UOG Delegation of Authority policy to be effective immediately.

Adopted this 18th day of April, 2019.



Christopher R. Felix, Chairperson

ATTESTED:



Thomas W. Krise, Ph.D., Executive Secretary

University of Guam

Delegation of Authority, Review, and Signature Approval Process

These approvals are based on BOR Resolutions: Approval of Procurement Awards and Contracts BOR 13–28 (updating 05–54, 12–18, 13–08); Increase of the Threshold for Small Purchases 18–08 (04–25); and the Purchase Card Program BOR 17–22 (15–26). (ver. April 2019)

Spending Amount	Approving Officials
Petty cash up to \$250	Deans, Directors, or Administrators (DD, A)
P-cards up to \$2,000 (see BOR P-card rules)	Deans, Directors, or Administrators (DD, A)

Procurement Award Amount	Approving Officials
Reviews ALL contracts, MOUs, MOAs, etc. for form and legality	Legal Counsel (LC)
Up to \$25K (from approved unit budgets, excluding contracts)	Deans, Directors, or Assistant Vice President (DD, AVP)
>\$25K to \$100K	Senior Vice President–Academic & Student Affairs (SVP) or Vice President Administration & Finance (VPAF)
\$101K to \$200K	President (PRES)
\$201K to \$499K	President (PRES) + Chair–BOR (CBOR)
\$500K and Up	President (PRES) + Chair–BOR (CBOR) + Treasurer–BOR (TBOR) + Attorney General (AG)

Certifying Officials	Verification
Certifying Officer (CO) or General Accounting Supervisor (GAS)	Availability of funds
Associate Comptroller/Bursar (ACOB) or Comptroller (COMP)	Availability of funds
Supply Management Administrator (SMA)	Procurement regulations
Vice President for Administration & Finance (VPAF) or Comptroller (COMP)	Sole Source procurement

Types of Contracts (not all inclusive)	Minimum Set of Certifying Signatories
1. Purchase Order: (Micro–purchase) Good or Services, Open POs <=\$2K	Deans, Directors, or Assistant Vice President (DD, AVP)
Purchase Order: Goods or Services >\$2K to \$25K	DD&A + SMA + CO–GAS
Purchase Order: Goods or Services >\$25K to \$50K	DD&A + SMA + CO–GAS + ACOB
Purchase of Goods or Services >\$50K	DD&A + SMA + CO–GAS + COMP
2. Competitive Seal Bidding and RFPs >\$50K (\$100K -- CONST)	Req'd Signatories for Contract Types 2–11, by \$ value
3. Indefinite Quantity Agreement	Up to \$100K: CO–GAS + ACOB or COMP + LC + SVP or VPAF
4. Partnership Agreement	
5. Independent Contractor Agreement	\$101K to \$200K: CO–GAS + ACOB or COMP + LC + SVP or VPAF + PRES
6. Employment Agreement – Tenure Track	
7. Special Employment Agreement	>\$200K to <\$500K: CO–GAS + ACOB or COMP + LC + SVP or VPAF + PRES + CBOR
8. Amendment to Contract	
9. MOU's for various purposes	\$500K and up: CO–GAS + ACOB or COMP + LC + SVP or VPAF + PRES + CBOR + TBOR + AG
10. UOG Field House License Agreement	
11. A&E and CIP Contracts	

NOTES

1. Rule--making authority for the UOG Board of Regents is found in 17 GCA § 16108: "Notwithstanding any law, rule, or regulation to the contrary, the authority of the Board to establish personnel and administrative rules and regulations shall not be subject to the Administrative Adjudication Act."

2. Pursuant to 17 GCA, Chapter 16 -- UOG Charter -- the Board of Regents is the governing board who appoints the President with the advice and consent of the Guam Legislature. Pursuant to the UOG Procurement Regulations Section 2.5 the President or his designee has authority to sign and approve contracts.

3. All contracts of \$500,000 and up require the approval of the Attorney General of Guam. As a public corporation of the government of Guam, UOG's Legal Counsel holds delegated authority to serve as an Assistant Attorney General to (1) act as a legal advisor during all phases of the solicitation or procurement process; and (2) review and approve contracts of \$500,000 or more as to form and legality.

4. All contracts for goods or services must be in compliance with UOG's Procurement Regulations as well as distributed guidelines and procedures; the Guam Procurement Law (5 GCA Chapter 5); and Guam Procurement Regulations (2 GAR Div. 4). They shall comply with federal and local government statutes.

5. VPAF is authorized to adjust petty cash level and reduce purchase order authorization levels.