

Delegation of Authority for the University of West Georgia effective 10/8/2020

The matrix may be changed at anytime at the discretion of the President and does not include delegated authorities for any affiliated University Foundation.					
Delegated Authority	Board of Regents' Rules and Regulations as of 08.09.13	From Primary Delegate	Primary Institutional Designee	Secondary Institutional Designee	Additional Approvals Required
Research and Sponsored Project Agreements Delegation of authority to execute, accept, or deliver, on behalf of the Board and affecting his or her institution where for monetary compensation or other good and valuable consideration, the institution agrees to perform certain institution-oriented research or other personal services.	Sec 2.6.4(1)	President	Vice President Academic Affairs (up to \$100,000)	Vice President, Academic Affairs delegates to: Assc. Vice President for Research (up to \$100,000)	Asst. Director, Office of Research and Sponsored Projects General Counsel
Medical Agreements related to Academic Requirements Delegation of authority to execute, accept, or deliver on behalf of institutions of the University System of Georgia and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned. Said agreements shall be effective for one year with the option of annual renewal as specified therein and shall be subject to cancellation by either party.	Sec 2.6.4(2)	President	Vice President, Academic Affairs	Vice President of Academic Affairs delegates to: Deans except for new Applied Learning Experience agreements and any partnership that has substantially changed.	General Counsel
Reciprocal emergency law enforcement agreements Delegation of authority to execute, accept, or deliver on behalf of institutions reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act as amended.	Sec 2.6.4(3)	President	Chief of Police (with notice to President)		General Counsel
Settlements of grievances and complaints (including those filed by state and federal agencies) to \$100,000 Delegation of authority to execute, accept, or deliver on behalf of institutions that do not include a monetary commitment of more than \$100,000.	Sec 2.6.4(4)	President	General Counsel (Up to \$10,000)		General Counsel
A USG institution may accept gifts, bequests, agreements, or declarations of trust, <u>except gifts of real property</u>. By accepting such gifts, donations, bequests, or declarations of trust, the president of the institution affirms that the gift or donation carries no obligations to the institution that may conflict with state law or Board of Regents policy. The president also affirms that acceptance of the gift or donation will not impose a financial burden on the institution beyond that which can be managed within its current budget. If acceptance of the gift or donation would require the institution to incur additional cost that cannot be borne within current resources, the institution shall be required to obtain the approval of the Board of Regents before the gift or donation is formally accepted.	Sec 7.4	BOR	President Vice President, Business & Finance		VP University Advancement General Counsel
Gifts of Real Property Presidents of University System institutions are <u>not</u> authorized to accept gifts of real property on behalf of the Board	Sec 9.8.1	Chancellor USG Chief Facilities Officer			

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<p>Budget Amendments Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents</p>	<p>Sec 7.2.4</p>	<p>President</p>	<p>Vice President, Business & Finance (Up to \$100,000; requires notice to the President)</p>	<p>Vice President, Business & Finance delegates to: Director, Budget (up to \$50,000; requires notice to VPBF)</p>	
<p>Tuition Agreements with Corporations, Organizations, and Other Legal Entities University System of Georgia institutions may enter into agreements with customers (defined as corporations, organizations, agencies, or other legal entities) for the delivery of credit and non-credit courses and programs</p>	<p>Sec 2.6.4(1) Sec 7.3.1.5 Sec 7.3.2.2</p>	<p>President</p>	<p>Vice President, Academic Affairs</p>	<p>Vice President, Academic Affairs delegates to: Director of Continuing Education (up to \$50,000 with notice to VPAA)</p>	<p>General Counsel</p>
<p>Fees (Mandatory) All mandatory student fees collected by an institution, as well as any proposals to increase or create a mandatory student fee or to change the purpose of an existing mandatory student fee, shall be proposed and administered by the President of the institution and presented to an advisory committee composed of at least 50 percent students appointed by the institution's Student Government Association for advice, counsel, and a vote prior to the institution submitting the request to the Board of Regents.</p>	<p>Sec 7.3.2.1</p>	<p>Approval by BOR</p>			
<p>Fees (Elective & Special Charges) Other elective fees and special charges are defined as those fees and charges which are paid selectively by students. These fees and charges may include, but are not limited to, resident hall deposits, penalty charges, non-mandatory parking fees and parking fines, library fines, laboratory fees, post office box rentals, and supplemental course materials fee. Institutional presidents are authorized to establish and adjust these fees, as appropriate. Excludes: Fees that support debt service must be approved by the BOR</p>	<p>Sec 7.3.2.2</p>	<p>President</p>			
<p>Waiver of Out of State Tuition An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain non-Georgia residents under certain conditions as cited in the Board of Regents Policy Manual sec 7.3.4.</p>	<p>Sec 7.3.4.1</p>	<p>President</p>	<p>Vice President, Student Affairs and Enrollment Management Vice President, Academic Affairs</p>	<p>Assc. Vice President for Student Affairs & Enrollment Management Registrar Director of Admissions Director of Graduate Programs, Athletic Director Director of International Student Admissions & Programs</p>	
<p>Waiver of mandatory fees An institution may waive mandatory fees for students, <u>excluding technology fees</u> for the conditions cited in the Board of Regents Policy Manual sec 7.3.4.2.</p>	<p>Sec 7.3.4.2</p>	<p>President</p>	<p>Vice President, Business & Finance Vice President, Student Affairs & Enrollment Management</p>	<p>VPBF Delegates to: AVP/Controller</p>	<p>Course Fees are recommended by academic departments, the Fee Committee and are ultimately approved by the VPBF</p>

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<p>Waiver of Fees for Georgia's "Dual Enrollment" Program Institutions of the University System of Georgia shall waive any fee defined by the Board as a mandatory fee not covered by the per student state funds amount reimbursed by the Department of Education for high-school students participating in Georgia's "Dual Enrollment" program.</p>	Sec 7.3.4.4	BOR			
<p>Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans Does not apply to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).</p>	Sec 7.3.4.3	BOR			
<p>Waiver of Elective Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans Applies to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).</p>	Sec 7.3.4.3 Sec 7.3.2.2	President	Vice President, Business & Finance Vice President, Student Affairs & Enrollment Management	VPBF Delegates to: AVP/Controller	
<p>Continuing Education Fees Institution presidents shall be authorized to establish fees for noncredit-hour courses and programs</p>	Sec 2.6.4(1) Sec 7.3.1.5 Sec 7.3.2.2	President	Vice President, Academic Affairs	Vice President Academic Affairs delegates to: Director of Continuing Education	
<p>Open bank accounts The president of each institution of the University System shall determine the bank or banks where funds are deposited</p>	Sec 2.6.1 Sec 7.5.1	BOR	President		
<p>Investments Institutions should develop an investment policy which fosters sound and prudent judgment in the management of assets to ensure safety of capital consistent with the fiduciary responsibility each institution has to the citizens of Georgia and which conforms with Board of Regents investment policy.</p>	Sec 2.6.1 Sec 7.5.2	BOR	Vice President, Business & Finance	VPBF Delegates to: AVP/Controller	
<p>Sale of Securities The Vice Chancellor for Fiscal Affairs and Treasurer of the Board, with the approval of the Chair or Vice Chair of the Board, is authorized and empowered to sell and assign, or request payment or re-issue of any and all United States securities of any description registered on the books of the Treasury Department, or registered securities with respect to which the Treasury Department acts as the transfer agency, now or hereafter held by Regents of the University System of Georgia as executor, administrator, guardian, trustee, or in any fiduciary capacity whatsoever, and also to sell and assign any such securities which the Board of Regents is, or shall be, authorized or empowered to sell and assign as attorney for, or other representative of, the owner thereof.</p>	Sec 7.5.4	USG Chief Fiscal Officer			

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<p>Georgia Eminent Scholars Endowment Trust FUND The criteria for persons selected to hold such chairs shall be established by the president of the institution concerned.</p>	<p>Sec 7.5.5</p>	<p>BOR</p>			
<p>Trademarks The presidents of University System institutions are authorized to execute on behalf of the Board of Regents certain applications for trademark and service mark registration, declarations of continuing use, declarations concerning use of specimens, conversions of applications from Principal to Supplemental Register, applications for renewal and license agreements which permit the manufacture, sale, use or distribution of services or goods bearing University System trademarks representative of the institution. Notice of trademark and service mark applications shall be sent to the Chancellor within 10 days after filing.</p>	<p>Sec 2.6.4(1) Sec 6.2</p>	<p>BOR</p>	<p>President</p>	<p>Vice President, University Advancement Vice President, Business and Finance General Counsel</p>	<p>General Counsel</p>
<p>Use of State Property In Political Campaigns Each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president.</p>	<p>Sec 6.4 Sec 6.5 Sec 6.14.1</p>	<p>President</p>			<p>Vice President, Student Affairs & Enrollment Management General Counsel Asst. VP, Campus Planning and Facilities</p>
<p>Use of State Property by Outside Parties When an outside party requests permission to use a campus facility for an event which is not contrary to the mission of the institution but which holds a potential for harm to the participants as a result of which a liability could be incurred, the president of the institution shall require the completion of a license agreement including a properly executed indemnification and liability insurance agreement</p>	<p>Sec 6.5 Sec 6.14.2</p>	<p>President</p>	<p>Vice President, Business & Finance Vice President, Academic Affairs</p>	<p>Vice President, Business & Finance delegates to: Assoc. Vice President, Auxiliary Services Vice President, Academic Affairs delegates to: Director, Newnan Center (for Newnan activities)</p>	<p>General Counsel</p>
<p>Leasing Authority as Tenant</p>	<p>Sec 9.10.1</p>	<p>Chancellor</p>			
<p>Lease of Residential Facilities (Lessor) Must be compatible with the mission of the institution and must not be disruptive to the institution's students occupying housing. Leases for other than an institution's own students will only be considered in priority order for cooperative interns, college students, education institutions, or not-for-profit education institutions. Leases to individuals or groups not in these categories will not be considered.</p>	<p>Sec 9.10</p>	<p>Chancellor</p>	<p>President may recommend up to 2,000 sq ft.</p>		

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<p>Travel Advances: Employees/Students Team or Groups Authorizes the payment of travel advances to employees of the institution for the purposes of fulfilling the travel needs of a group or team.</p>	<p>Sec 7.6 BPM 4.8.1 - 4.8.5</p>	<p>President</p>	<p>Vice President, Academic Affairs Vice President, Business & Finance Vice President, Administrative Services Vice President, University Advancement Vice President, Student Affairs & Enrollment Management</p>	<p>VPs delegate to their respective Deans and Department Heads</p>	
<p>Agreements for Student Employment by outside organizations Ability to authorize agreements which would result in a billing to outside organizations to recoup costs for federal work study program.</p>	<p>Sec 2.6.4(1)</p>	<p>President</p>	<p>Vice President, Student Affairs and Enrollment Management Vice President, Academic Affairs</p>	<p>Vice President for Academic Affairs delegates to: Deans</p>	<p>General Counsel</p>
<p>Governmental Forms Including MOUs, Inter-Agency Agreements, etc.</p>	<p>Sec 2.6.4</p>	<p>President</p>	<p>Vice President, Business & Finance Vice President, Academic Affairs Vice President, Administrative Services Vice President, University Advancement Vice President, Student Affairs & Enrollment Management</p>		<p>General Counsel Asst. Vice President, Campus Planning and Facilities (where it relates to facilities)</p>
<p>IRS Forms Ability to sign Internal Revenue Services(IRS) forms for on behalf of the University</p>		<p>BOR</p>	<p>Vice President, Business & Finance</p>	<p>Vice President, Business & Finance delegates to: Assc. Vice President for Finance/Controller</p>	
<p>Acquisition of Goods & Services</p>					

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<p>Purchasing - General Policy All purchasing by institutions of the University System of Georgia will be centralized under the direct management and control of the chief business officer of the institution and procure goods and services through the use of purchase orders.</p>	<p>Sec 7.7.1 BPM 3.0</p>	<p>President</p>	<p>Vice President, Business & Finance Vice President, Academic Affairs Vice President, Administrative Services Vice President, University Advancement Vice President, Student Affairs & Enrollment Management</p>	<p>Vice President, Academic Affairs delegates to: Deans and Directors up to \$1,000.00 Director of Academic Budgeting, Planning, and Finance for the Division of Academic Affairs up to \$50,000 Vice President, Business & Finance delegates to: Asst. Vice President for Finance/Controller (Up to \$150,000) Director of Purchasing (Up to \$100,000 single signature) Assistant Director, Purchasing (up to \$50,000 single signature) Vice President Administrative Services delegates to: Asst. VP, Campus Planning and Facilities (up to \$150,000) Asst. VP, Information Technology Services (up to \$150,000)</p>	<p>General Counsel Director, Purchasing</p>
<p>Purchasing - Construction - Professional Services Contracting <i>Major construction contracts entered into by the Board of Regents shall require prior approval by the Board. Currently limited to \$120,000. Limits are assessed by BOR upon institutional abilities.</i></p>	<p>Sec 7.7.1 Sec 9.4.1 BPM 3.0</p>	<p>President</p>	<p>Vice President, Administrative Services Vice President, Business & Finance</p>	<p>Vice President, Business and Finance delegates to: Asst. Vice President for Finance/Controller (Up to \$150,000) Director of Purchasing (Up to \$100,000 single signature) Assistant Director, Purchasing (up to \$50,000 single signature) Vice President Administrative Services delegates to: Asst. VP, Campus Planning and Facilities (up to \$150,000) Asst. VP, Information Technology Services (up to \$150,000)</p>	<p>General Counsel Director, Purchasing</p>

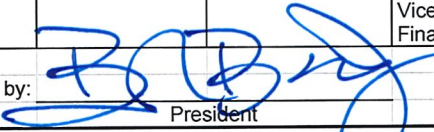
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<p>Purchasing - Construction - Construction Contracting <i>Major construction contracts entered into by the Board of Regents shall require prior approval by the Board. Curently limited to \$1,000,000. Limits are assessed by BOR upon institutional abilities.</i></p>	<p>Sec 7.7.1 Sec 9.4.1 BPM 3.0</p>	<p>President</p>	<p>Vice President, Administrative Services Vice President, Business & Finance</p>	<p>Vice President, Business and Finance delegates to: Assoc. Vice President for Finance/Controller (Up to \$150,000) Director of Purchasing (Up to \$100,000 single signature) Assistant Director, Purchasing (up to \$50,000 single signature) Vice President, Administrative Services delegates to: Asst. VP for Campus Planning and Facilities (up to \$150,000)</p>	<p>General Counsel Director, Purchasing</p>
<p>Purchasing - Auxiliary Enterprises - Inventory for Resale For the acquisition of goods for resale as inventory to students, staff, and the general public.</p>	<p>Sec 7.7.1 BPM 3.0 Georgia Procurement Manual 1.2.4</p>	<p>President</p>	<p>Vice President, Business & Finance</p>	<p>Vice President, Business & Finance delegates to: Food Services: Buyer (Up to \$4,999) Assoc Director (Up to \$24,999.99) Director (Up to \$49,999.99) Bookstore: Buyer (Up to \$4,999.99) Manager (Up to \$24,999.99) Assoc. Director (Up to \$49,999.99) Assoc. Vice President for Auxiliaries (Up to \$150,000)</p>	<p>General Counsel Director, Purchasing</p>

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<p>Contracts for daily operations of the institution For the acquisition of <u>non-Public Works</u> goods and services <u>not regulated by the GA Department of Administrative Services</u> (Exempt NIGP Commodity List below).</p> <p>The contract signor is responsible for validating the current Exempt commodity list with DOAS at the link list below. Contract form must be approved by University Counsel. All other applicable documentation, such as proof of insurance as well as, Immigration and Security compliance form must be received prior to execution of agreement and retained within the Office of the signing Vice President .</p> <p>This does not impact the issuance of purchase orders which will continue to be issued and signed in accordance with Purchasing policies and procedures.</p>	<p>Sec 2.6.4 Sec 7.7.1</p>	<p>President</p>	<p>Contracts up to \$24,999 Vice President, University Advancement</p> <p>Vice President, Academic Affairs</p> <p>Vice President, Student Affairs & Enrollment Management</p> <p>Vice President, Administrative Services</p> <p>Vice President, Business & Finance</p>	<p>Vice President, Administrative Services delegates to:</p> <p>Asst. VP, Campus Planning and Facilities (up to \$24,999)</p>	<p>General Counsel</p> <p>Director, Purchasing</p>
<p>Exempt NIGP Listing</p>	<p>http://doas.ga.gov/assets/State%20Purchasing/NEADocumentLibra</p>				
<p>Passenger Automobiles A. Institutions of the University System may purchase, lease, or otherwise acquire passenger automobiles on a use-by-use basis when approved by the presidents and <u>approved by the Chancellor.</u></p>	<p>Sec 2.6.1 Sec 2.6.4 Sec 7.11.4.1</p>	<p>BOR</p>	<p>President</p>	<p>Vice President, Administrative Services</p> <p>Vice President, Business & Finance</p>	<p>General Counsel</p> <p>Director, Purchasing</p> <p>Asst. VP, Campus Planning and Facilities</p>
<p>Property Insurance Requires prior approval by Department of Administrative Services</p>	<p>Sec 2.6.4 Sec 7.8.1</p>	<p>Approval by DOAS</p>			
<p>All other Contracts not previously listed All other obligations of the University not specifically listed including revenue generating contracts.</p>	<p>Sec 2.6.4 Sec 7.7.1</p>	<p>President</p>	<p>Vice President, University Advancement</p> <p>Vice President, Academic Affairs</p> <p>Vice President, Student Affairs & Enrollment Management</p> <p>Vice President, Administrative Services</p> <p>Vice President, Business & Finance</p>	<p>Vice President, Business & Finance delegates to:</p> <p>Assoc. Vice President for Finance/Controller (Up to \$150,000)</p> <p>Director of Purchasing (Up to \$100,000 single signature)</p> <p>Assistant Director, Purchasing (up to \$50,000)</p> <p>Assoc. Vice President, Auxiliary Enterprises (Summer Camps)</p> <p>Vice President of Administrative Services delegates to:</p> <p>Asst. VP, Campus Planning and Facilities</p>	<p>General Counsel</p>

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<p>Data Sharing Agreements. Agreements which allow for the sharing of UWG data.</p>		<p>President</p>	<p>Vice President, University Advancement</p> <p>Vice President, Academic Affairs</p> <p>Vice President, Student Affairs & Enrollment Management</p> <p>Vice President, Administrative Services</p> <p>Vice President, Business & Finance</p>		<p>General Counsel</p> <p>Chief Information Officer</p>
<p>Approved by:</p>	 <p>President</p>		<p>Date:</p>	<p>10/8/2020</p>	