

**Delegations for Contract Signatory Authority within the Division of Administration and Finance**

2.1. The **Vice Chancellor for Administration and Finance** has authority to sign:

2.1.1. Any and all contracts not delegated to another administrative officer;

2.1.2. Any and all contracts for the purchase of goods and services, including without limitation architectural, engineering, and design services;

2.1.3 Subject to statutory limitations, any and all contracts for construction and any amendments thereto, including without limitation field orders and change orders, and leases for acquisition or disposition of real property;

2.1.4. U.S. Environmental Protection Agency, N.C. Department of Environment and Natural Resources, U.S. Occupational Safety and Health Agency, and NC Department of Labor consent order agreements for settlement of alleged regulatory violations that require payment of less than \$75,000, after the agreements are reviewed and approved as to form by the University Attorney;

2.1.5 Appointment letters for employees in positions exempt from the State Human Resources Act (EHRA) assigned to the Division of Administration and Finance, excluding any SAAO tier I position, and appointment letters for all persons hired to fill either positions subject to the State Human Resources Act (SHRA) in any division or Clinical Support Services (CSS) positions in the Brody School of Medicine;

2.1.6 Upon providing advance notice to the Chancellor, contracts and memoranda of understanding/agreement with the City of Greenville and/or Pitt County for intergovernmental projects;

2.1.7 With appropriate delegation of authority from the East Carolina University Endowment Board (“ECUEB”), contracts necessary or convenient for diligent management of the resources subject to oversight by the ECUEB;

2.1.8 Powers of attorney related to shipment of materials, equipment, and any other products by or on behalf of East Carolina University;

2.1.9 Facility use agreements;

2.1.10 With respect to all aspects of the University other than the Brody School of Medicine, personal and/or professional services contracts for any physician, dentist, nurse, or any professional service that requires medical, dental, nursing, or other allied health professions training and directly contributes to the well-being of an individual, including but not limited to medical research, health care supervision, and instruction;

2.1.11 With respect to all aspects of the University other than the Brody School of Medicine, Agreements relating to access to and/or maintaining confidentiality and/or privacy of information, to include competitive health care information and patient records;

2.1.12 Agreements with associated entities of ECU (as defined by UNC policy) such as the ECU Medical & Health Sciences Foundation, Inc.; and

2.1.13 Affiliation agreements and other contracts between ECU and Eastern Area Health Education Center.

## **2.2 Delegations from the Vice Chancellor for Administration and Finance**

2.2.1. The **Director of Materials Management and Real Estate** has authority to sign:

2.2.1.1 Contracts for purchase of goods or services up to \$500,000 and powers of attorney related to shipment of materials, equipment, and any other products by or on behalf of East Carolina University. Purchases of \$500,000 or greater subject to rules established by the State Division of Purchase and Contracts, must be reviewed by and approved by State Purchase and Contract. Exceptions include the ECU Medical Faculty Practice Plan, as allowed under North Carolina General Statutes §116-40.8; and

2.2.1.2 Subject to statutory limitations, any and all documents required to process real property transactions including leases for acquisition or disposition of real property, and facility use agreements for rentals by ECU and contracts for rental, lease, or use of University facilities.

2.2.2. The **Associate Vice Chancellor for Information Technology/Chief Information Officer** has authority to sign contracts related to campus information technology infrastructure development and collaborative projects that do not involve purchases of goods or services, acquisition or disposition of real property, or sponsored programs.

2.2.3. The **Associate Vice Chancellor for Campus Operations** has authority to sign all architect and engineering services contracts, design contracts and amendments, change orders, field orders, agreements with federal, state, and local agencies related to Campus Operations, including but not limited to environmental permits, and all construction contracts that are consistent with the approved budget and accepted bids. Construction contracts that fall outside the approved budget or that require additional funds must receive advance approval from the Vice Chancellor for Administration and Finance prior to execution.

2.2.4. The **Associate Vice Chancellor for Human Resources** has authority to sign appointment letters for all persons hired to fill either positions subject to the State Human Resources Act (SHRA) or Clinical Support Services (CSS) positions in the Brody School of Medicine, as well as agreements with vendors, service providers, or project collaborators related to programs of the Department of Human Resources for less than \$25,000 and that do not involve direct purchase of goods or services, acquisition of software or other information technology, acquisition or disposition of real property, or sponsored programs.

2.2.4.1. The **Associate Vice Chancellor for Human Resources** delegates to the **Director of Employment and Clinical Support Services** the authority to sign appointment letters for all persons hired to fill either positions subject to the State Human Resources Act (SHRA) or Clinical Support Services (CSS) positions in the Brody School of Medicine.

2.2.5 The **Associate Vice Chancellor for Campus Safety & Auxiliary Services** has authority to sign:

2.2.5.1 Workers' compensation disability rating payment forms (NCIC Form 26A) following third party administrator approval and settlement (clincher) agreements up to \$5,000 and, after review and approval by the Vice Chancellor for Administration and Finance and the Attorney General's Office, any other workers' compensation settlement agreements; and

2.2.5.2 Bureau of Labor Statistics annual injury/illness report; the OSHA 300 Annual Injury/Illness forms and workers' compensation disability rating payment forms.

2.2.5.2.1 The **Associate Vice Chancellor for Campus Safety & Auxiliary Services** delegates to the **Director of Environmental Health & Safety** the authority to sign: the Bureau of Labor Statistics annual injury/illness report; and, after review by the Associate Vice Chancellor for Environmental Health and Campus Safety, the OSHA 300 Annual Injury/Illness forms and workers' compensation disability rating payment forms (NCIC Form 26A).

2.2.6. The **Associate Vice Chancellor for Financial Services** has authority to sign contracts and other documents related to providing Financial Services to the university that do not involve purchases of goods and services, acquisition or disposition of real property, or sponsored programs. This will include but not be limited to items such as Credit Applications as requested by vendors, documentation related to banking relationships, Promissory notes from debtors, tax reporting, fund authority approval forms, changes to staff access in Cash Management Control System (Office of State Controller), and investment allocation of funds related to debt service held by trustees. It will not however include authority to sign checks.

2.2.7. The **Assistant Vice Chancellor for ECU Health Financial Management and Reporting** has authority to sign:

2.2.7.1 With respect to all aspects of the University other than the Brody School of Medicine, negotiated agreements, documents, certifications, and affidavits involving revenue (both payables and receivables) contracts, to include personal and/or professional services contracts for any physician or any professional service that requires medical professions training;

2.2.7.2 With respect to all aspects of the University other than the Brody School of Medicine, Agreements relating to access to and/or maintaining confidentiality and/or privacy of information, to include competitive health care information and patient records;

2.2.7.3 Agreements with the ECU Medical & Health Sciences Foundation, Inc. not related to real property; and

2.2.7.4 Affiliation agreements and other contracts between Brody School of Medicine, ECU Physicians and Eastern Area Health Education Center.