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

2.1.1 The Vice Chancellor for Administration and Finance has authority to sign:

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

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

2.1.1.3 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;

2.1.1.4. 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 for $75,000, after the agreements are reviewed and approved as to form by the University Attorney;

2.1.1.5 Appointment letters for employees in positions exempt from the State Personal Act (EPA) 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 Personnel Act (SPA) in any division or Clinical Support Services (CSS) positions in the Brody School of Medicine;

2.1.1.6 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;

2.1.1.7 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; and

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

2.1.2 Delegations from the Vice Chancellor for Administration and Finance

2.1.2.1. The Director of Materials Management has authority to sign 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. All purchases of $250,000 or greater must also be reviewed by the State Division of Purchase and Contracts, except for purchases by and through the ECU Medical Faculty Practice Plan, as allowed under N.C. Gen. Stat. Sec. 116-40.8.
2.1.2.2. The Associate Vice Chancellor for Business Services has authority to sign leases for rentals by ECU as well as authority to sign contracts for rental or lease of University facilities.

2.1.2.3. 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.

2.1.2.4. 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.

2.1.2.5. 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 Personnel Act (SPA) 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 $5,000 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.

2.1.2.5.1. The Director of Employment and Clinical Support Services has 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.

2.1.2.6 The Associate Vice Chancellor for Environmental Health and Campus Safety has authority to sign workers’ compensation 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.

2.1.2.6.1 The Director of Environmental Health & Safety and Assistant Director for Environmental Health & Safety is authorized to execute: 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.
2.1.2.7. 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.