

CONTRACT SIGNATURE DELEGATION MATRIX

Area	Authority	Delegated To	Contracts/Transactions	Limitations	Sub-delegation?
Institution/General	Board of Trustees Bylaws	President/Treasurer	All contracts and other instruments on behalf of the College and receipts	OGC Review and Gift Acceptance Policy	Yes
Academics	President/Treasurer	Provost	Contracts pertaining to academic programs, academic affiliations, partnerships and joint/dual degree programs		
	President/Treasurer	Provost	Contracts to conduct the operations of the academic program including consultants, service agreements, purchases of equipment, travel, supplies up to \$25,000	OGC Review and greater than \$25,000 requires President/Treasurer approval. Technology Purchases require ITS review and approval. Web and marketing agreements require Media and Communications approval.	No
	Provost	Deans	Speaker agreements and other visitors for academic purposes involving honoraria and appropriate expense reimbursements less than \$10,000	Greater than \$10,000 requires Provost or higher approval	No
	Provost	Executive Director for Continuing Education	Teaching contracts, speaker agreements, space rentals less than \$15,000	Greater than \$15,000 requires Provost or higher approval	No
	Provost	Vice Provost for Research and Strategic Partnerships	Grants/Contracts less than \$25,000 that do not involve cost sharing	Review by OGC. Greater than \$25,000 or with cost share requires Provost or higher approval	No
	Provost	Vice Provost for Research and Strategic Partnerships	Career Services agreements less than \$10,000	Review by OGC. Greater than \$10,000 requires Provost or higher approval.	No
	Provost	Vice Provost for Research and Strategic Partnerships	Federal grants, subawards and IRB agreements less than \$10,000	Review by OGC. Greater than \$10,000 requires Provost or higher approval.	No
Auxiliary Services	VP for Campus Services	Executive Director for Auxiliary Services	Catering agreements, dining service related contracts, mail services contracts, stores contracts, campus conference and event services, up to \$25,000	OGC review. Contracts above \$25,000 require President/Treasurer approval	No
	Exec Director for Auxiliary Services	Director of Dining and Conference Services	Tillinghast rentals including rentals outside of Tillinghast, catering agreements		No
Controller's Office	President/Treasurer	Controller	All contracts and other instruments on behalf of the institution up to \$100,000	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$100,000 requires President/Treasurer approval.	No
	Controller	Treasury Director	Bank agreements, other financial services agreements up to \$10,000	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$10,000 requires Controller approval. Contracts above \$100,000 requires President/Treasurer approval.	No

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	Controller	Director of Procurement Services	All purchasing contracts and vendor agreements up to \$50,000	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$50,000 requires Controller approval. Contracts above \$100,000 requires President/Treasurer approval.	No
Enrollment Management	President/Treasurer	VP EMSA	Approval for all contracts to conduct Student Affairs/Enrollment Management operations including consultants, speakers, service providers, etc. Up to \$25,000	OGC review and over \$25,000 requires President/Treasurer approval. Technology agreements require ITS approval. Web/Communications services require Media and Communications approval	No
Facilities Services	President/Treasurer	VP for Campus Services	Auxiliary contracts, facility rental agreements, purchases for facilities, consultant agreements, maintenance agreements, contractor agreements up to \$50,000	OGC review and over \$50,000 requires President/Treasurer approval. Technology agreements require ITS approval. Web/Communications services require Media and Communications approval	Yes
Human Resources	President/Treasurer	VP for Human Resources	Consultant agreements, training services for HR operations up to \$10,000	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$10,000 requires President/Treasurer approval.	No
Information Technology Services	President/Treasurer	CIO	Software, equipment, computer lease agreements, IT contracted services up to \$25,000	OGC review. Media and Communications agreements require Media and Communications approval. Contracts above \$25,000 requires President/Treasurer approval.	No
Institutional Advancement	President/Treasurer	VP for Institutional Advancement	Contracted services, speaker agreements, space/equipment rental agreements to support Institutional Advancement operations up to \$25,000	OGC review. Technology agreements require ITS review and approval. Media and Communications agreements require Media and Communications review and approval. Contracts above \$25,000 require President/Treasurer approval.	No
Library	Provost	Dean of Library	Facility rental agreement, speaker agreements and other contracts necessary to run the RISD Library up to \$10,000.	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$10,000 require Provost approval up to \$25,000. Over \$25,000 requires President/Treasurer approval	No
	Provost	Dean of Library	Loan Contracts (incoming and outgoing for exhibition), long term loans to other institutions, loan renewals, and other contracts necessary to run the RISD Library up to \$25,000. For Extended Loans to the collection, the Provost will also sign.	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts over \$25,000 requires President/Treasurer approval	No
	Provost	Dean of Library	Incoming and Outgoing Receipts of Collection and Loaned materials.		No

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Media Group	President/Treasurer	Chief Marketing + Communications Officer	Contracted services to include marketing and communications operations up to \$10,000	OGC review. Technology agreements require ITS review and approval. Contracts above \$10,000 requires President/Treasurer approval.	No
Museum	President/Treasurer	Director of the Museum	Facility rental agreement, speaker agreements and other contracts necessary to run the RISD Museum up to \$25,000.	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$25,000 require President/Treasurer approval	Yes
	Director of the Museum	Director of Museum Finance and Business Operations	Facility rental agreement, speaker agreements and other contracts necessary to run the RISD Museum up to \$10,000	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$10,000 require Director of the Museum approval up to \$25,000. Over \$25,000 requires President/Treasurer approval	No
	Director	n/a	Deeds of gift and Promised Gifts of works of art to the Museum's collection. Travelling exhibition contracts		No
	Director of the Museum	Head Registrar or Registrar for Exhibitions and Loans	Contracts/Transactions: Loan Contracts (incoming and outgoing for exhibition), long-term loans to other institutions, loan renewals, and other contracts necessary to run the RISD Museum. For Extended Loans to the collection, the Associate Registrar for Collection Management may also sign.	OGC review. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$10,000 require Director of the Museum approval up to \$25,000. Over \$25,000 requires President/Treasurer approval. Fine Art Insurance values are not factored into the signatory limits for loan contracts.	No
	Director of the Museum	Head Registrar or Registrar for Exhibitions and Loans	Incoming and Outgoing Receipts of Collection and Loaned artwork.		No
	Director of Museum	Head Registrar	IRS 8283 form for gifted artwork		No
Risk Management	President/Treasurer	Director of Enterprise Risk, Emergency Operations and Investment Properties	Lease Agreements for SoMain properties up to \$25,000	OGC review. Contracts above \$25,000 require President/Treasurer approval	No
Student Affairs	VP EMSA	Director of CSI	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run CSI programs up to \$5,000	OGC review, greater than \$5,000 requires AVP Student Affairs up to \$10,000. Greater than \$10,000 requires VP EMSA approval or higher	No
	VP EMSA	AVP Student Affairs	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Affairs operations up to \$10,000	OGC review, greater than \$10,000 requires VP EMSA approval or higher	No