

Area	Authority	Approval Delegated To	Contracts/Transactions	Limitations	Subdelegating	Signatory	Approvers	Juro Workspace
** All consultant contracts must be approved by the SVP of Finance/Treasurer								
** All Non template contracts will be routed to RISD General Counsel to review								
Institution/General	Board of Trustees/Bylaws	President/Treasurer	All contracts and other instruments on behalf of the College and receipts	Review by OGC. Gift Acceptance Policy may be applicable.	Yes	President/Treasurer	President/Treasurer	
Academics	President/Treasurer	Provost	Contracts pertaining to academic programs, academic affiliations, partnerships and joint/dual degree programs			Provost	Provost	Academic Affairs
	President/Treasurer	Provost	Contracts to conduct the operations of the academic program including consultants, service agreements, purchases of equipment, travel, and supplies up to \$25,000	Review by OGC. 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	Provost up to \$25K Budget Office and Controller approval required over \$25K President/Treasurer approval need over \$50K	Academic Affairs
	Provost	Deans	Speaker agreements and other visitors for academic purposes involving honoraria and appropriate expense reimbursements less than \$10,000	Review by OGC. Greater than \$5,000, requires Provost or higher approval	No	Director of Procurement Or Dean Up to \$5k	Provost approval required for over \$5K Controller and Budget Office Approval required over \$25K President/Treasurer – approval required for over \$50K Deans up to \$5K IT or Marketing approval if related to those functions	Academic Affairs
Creative and Academic Partnership	Provost	Assistant Provost	Grants/Contracts less than \$10,000 that do not involve cost sharing	Review by OGC. Greater than \$25,000 or with cost share requires Provost or higher approval	No	Assistant Provost	Provost approval required for over \$10K Controller and Budget Office Approval required over \$25K President/Treasurer – approval required for over \$50K	Creative and Academic Partnership

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Creative and Academic Partnership	Provost	Assistant Provost	Federal grants, subawards and IRB agreements less than \$10,000	Review by OGC. Greater than \$10,000 requires Provost or higher approval.	No	Assistant Provost	Provost approval required for over \$10K Controller & Budget Office approval required for contracts over \$25K President/Treasurer – approval required for over \$50K OGC approval required for all contracts	Creative and Academic Partnership
Career Services	Provost	Director of Career Center	Career Services agreements less than \$10,000	Review by OGC. Greater than \$10,000 requires Provost or higher approval.	No	Director of Career Center up to \$10K	Provost approval required for over \$10K Controller & Budget Office Approval required over \$25K President/Treasurer – approval required for over \$50K OGC approval required for all contracts	Career Services
Auxiliary Services	SVP Finance and Administration	Executive Director for Auxiliary Services	Catering agreements, dining service related contracts, mail services contracts, stores contracts up to \$25,000	Review by OGC. Greater than \$25,000 require President/Treasurer approval	No	Executive Director for Auxiliary Services	Controller & Budget Office approval required for contracts over \$25K Over \$50K- Treasurer or President	Auxiliary Services
Dining and Conference Services	Executive Director For Auxiliary Services	Director of Dining and Conference Services	Tillinghast rentals, catering agreements		No	Executive Director For Auxiliary Services	Controller & Budget Office approval required for contracts over \$25K Over \$50K- Treasurer or President	Auxiliary Services
	President/Treasurer	Controller	All contracts and other instruments on behalf of the institution up to \$100,000	Review by OGC. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$100,000 require President/Treasurer approval.	No	Controller Up to \$100K Treasurer or President Over \$100k	Budget Office approval required for contracts over \$25K President/Treasurer – Over \$100K IT or Marketing approval if related to those functions	Controller

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Controller's Office	Controller	Treasury Director	Bank agreements, other financial services agreements up to \$10,000	Review by OGC. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$10,000 require Controller approval. Contracts above \$100,000 requires President/Treasurer approval.	No	Controller	Treasury Director up to \$100K President/Treasurer – over \$100K IT or Marketing approval if related to those functions	Controller
	Controller	Director of Procurement Services	All purchasing contracts and vendor agreements up to \$50,000	Review by OGC. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$50,000 require Controller approval. Contracts above \$100,000 requires President/Treasurer approval.	No	Director of Procurement Services	Controller approval required over \$50K President/Treasurer- over \$100K IT or Marketing approval if related to those functions	Controller
Enrollment Management	President/Treasurer	VP Enrollment Management	Approval for all contracts to conduct Enrollment Management operations including consultants, speakers, service providers, etc. Up to \$25,000	Review by OGC review. Greater than \$25,000 requires President/Treasurer approval. Technology agreements require ITS approval. Web/Communications services require Media and Communications Approval	No	VP Enrollment Management	Controller or Budget Office approval required for contracts over \$25K Over \$50K- Treasurer or President IT or Marking approval if related to those functions	Enrollment Management
Facilities Services	President/Treasurer	SVP of Finance and Administration	Auxiliary contracts, facility rental agreements, purchases for facilities, consultant agreements, maintenance agreements, contractor agreements up to \$50,000	Review by OGC. Greater than \$50,000 requires President/Treasurer approval. Technology agreements require ITS approval. Web/Communications services require Media and Communications Approval	Yes	SVP of Finance and Administration	Controller or Budget Office approval required for contracts over \$25K Over \$50K requires President/Treasurer approval IT or Marketing approval if related to those functions	Facilities Services

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General Counsel	President/Treasurer	General Counsel	Legal Retainer/ Engagement Agreements	Greater than \$50,000 requires President/Treasurer approval. Technology agreements require ITS approval. Web/Communications services require Media and Communications Approval	No	General Counsel	Over \$50K requires President or Treasurer approval Controller or Budget Office approval required for contracts over \$25K IT or Marketing approval if related to those functions	General Counsel
Human Resources	President/Treasurer	VP for Human Resources	Consultant agreements, training services for HR operations up to \$10,000	Review by OGC. Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts above \$10,000 require President/Treasurer approval.	No	VP for Human Resources	Over \$10K requires President or Treasurer approval. Controller or Budget Office approval required for contracts over \$25K IT or Marketing approval if related to those functions	Human Resources
Information Technology Services	President/Treasurer	Chief Information Officer	Software, equipment, computer lease agreements, IT contracted services up to \$25,000	Review by OGC. Media and Communications agreements require Media and Communications approval. Contracts above \$25,000 require President/Treasurer approval.	No	Chief Information Officer	Controller or Budget Office approval required for contracts over \$25K Over \$50K requires President/Treasurer approval	ITS
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	Review by OGC. 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	Assistant VP of Institutional Advancement	Over \$10K requires VP of Institutional Advancement Controller or Budget Office approval required for contracts over \$25K Over \$50K requires President or Treasurer approval IT or Marking approval if related to those functions	Institutional Advancement

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Library	Provost	Asst. Provost for Academic Engagement	Facility rental agreement, speaker agreements and other contracts necessary to run the RISD Library up to \$10,000.	Review by OGC. 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	Asst. Provost for Academic Engagement	Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K requires President or Treasurer approval IT or Marking approval if related to those functions	Library
	Provost	Asst. Provost for Academic Engagement	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.	Review by OGC . Technology agreements require ITS approval. Media and Communications agreements require Media and Communications approval. Contracts over \$25,000 require President/Treasurer approval	No	Asst. Provost for Academic Engagement	Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K requires President or Treasurer approval IT or Marking approval if related to those functions	Library
	Provost	Asst. Provost for Academic Engagement	Incoming and Outgoing Receipts of Collection and Loaned materials.		No	Asst. Provost for Academic Engagement		
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	Chief Marketing + Communications Officer	Over \$10K requires President or Treasurer approval Controller or Budget Office approval required for contracts over \$25K IT or Marking approval if related to those functions	Marketing & Communications
Museum -Purchasing, Rental Agreements	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 Museum Finance and Business Operations	Over \$10K required Director of Museum Approval Controller or Budget Office approval required for contracts over \$25K Over \$50K requires President or Treasurer approval IT or Marketing approval if related to those functions	Museum (Purchasing & Rental Agreements)

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Museum -Purchasing, Rental Agreements	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 Controller and Budget Office Approval. Over \$50,000 requires President/Treasurer approval	No	Director of Museum Finance and Business Operations	Over \$10K required Director of Museum Approval Controller or Budget Office approval required for contracts over \$25K Over \$50K requires President/Treasurer approval David Rosati IT or Marking approval if related to those functions	
Museum -Artwork Deeds or Promised Gifts	Director of Museum	n/a	Deeds of gift and Promised Gifts of works of art to the Museum's collection. Travelling exhibition contracts		No			Museum -Artwork Deeds or Promised Gifts
Museum -Artwork Loan Contracts (Incoming & Outgoing)	Director of the Museum	Head Registrar and Registrar for Exhibitions and Loans	Loan Contracts (incoming and outgoing for exhibition), long term loans to other institutions, loan renewals, and other contracts necessary to run the RISD Museum up to \$10,000. 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	No	Head Registrar and Registrar for Exhibitions and Loans	Over \$10K required Director of Museum Approval Over \$25K requires President or Treasurer approval IT or Marking approval if related to those functions	Museum -Artwork Loan Contracts (Incoming & Outgoing)
Incoming and Outgoing Receipts of Collection and Loaned artwork.	Director of the Museum	Director of Museum Finance and Business Operations	Incoming and Outgoing Receipts of Collection and Loaned artwork.		No	Director of Museum Finance and Business Operations		
Incoming and Outgoing Receipts of Collection and Loaned artwork.	President/Treasurer		IRS 8283 form for gifted artwork	All IRS Forms require approval of President or Treasurer	No			
Risk Management _Lease Agreements	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	Director of Enterprise Risk, Emergency Operations and Investment Properties	Over \$25K requires Budget Office & President or Treasurer approval	Risk Management
Risk Management – Bond Coverage and Insurance	President/Treasurer	Director of Enterprise Risk, Emergency Operations and Investment Properties	Client Authorization to Bond Coverage for insurance programs up to \$75,000	OGC review. Contracts above \$75,000 require President/Treasurer approval	No	Director of Enterprise Risk, Emergency Operations and Investment Properties	Over \$25K requires Controller or Budget Office Approval Over \$75K requires President or Treasurer approval	Risk Management

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Continuing Education (Adult Programs)	SVP of Finance and Administration	Senior Director, CE Strategic Operations and Adult Programs	Teaching contracts, speaker agreements, space rentals less than \$15,000	OGC review. Greater than \$15,000, requires Treasurer Or President approval	No	Senior Director, CE Strategic Operations and Adult Programs	Over \$15K requires Budget Office and President or Treasurer approval IT or Marking approval if related to those functions	Continuing Education
Continuing Education (CYP)	SVP of Finance and Administration	Director of Children, Youth, & Pre-Collegiate Programs	Teaching contracts, speaker agreements, space rentals less than \$15,000	OGC review. Greater than \$15,000, requires Treasurer Or President approval	No	Director of Children, Youth, & Pre-Collegiate Programs	Over \$15K requires Budget Office and President or Treasurer approval IT or Marking approval if related to those functions	Continuing Education
Student Life (CSI)	Provost	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 VP Student Life up to \$10,000. Greater than \$10,000 requires Provost approval or higher	No	Director of CSI	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President or Treasurer IT or Marketing approval if related to those functions	CSI (Center for Student Involvement)
Student Life (Student Conduct)	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP Student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life
Student Life	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP Student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life

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Student Life (Disability Support Services)	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP Student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life (Disability Support Services)
Student Life (Health Education & Promotion)	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life (Health Education & Promotion)
Student Life (International Student & Scholar Affairs)	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP Student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life (International Student & Scholar Affairs)
Student Life (Counseling & Psychological Services)	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP Student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life (Counseling & Psychological Services)

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Student Life (Residence Life)	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP Student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life (Residence Life)
Student Life (Health Services)	Provost	VP Student Life	Transportation agreements, facility rentals, speaker agreements and other agreements necessary to run Student Life operations up to \$10,000	OGC review. Greater than \$25,000 requires Provost approval or higher	No	VP Student Life	Over \$5K requires VP Student Life Over \$10K requires Provost Controller or Budget Office approval required for contracts over \$25K Over \$50K Requires President/Treasurer	Student Life (Health Services)