

**DELEGATIONS OF SIGNATURE AUTHORITY FOR THE
MAIN CAMPUS AND BRANCH CAMPUSES
NEW EXHIBIT B1 TO POLICY NO. 2010
(Health Sciences Center and UNM Hospital Delegations Omitted)
Effective Date: 6/15/2012**

Revised 12/20/2013, 2/23/2015, 9/11/2015, 9/15/2015, 9/19/2016, 2/2/2017, 8/18/2017, 9/29/17, 1/4/18,
11/2/18

NEW NO.	CONTRACT TYPE	OLD NO.	AUTHORITY DELEGATED	DELEGATEE AND LIMITATION (IF ANY)	DELEGATOR
1	ARCHITECTS AND ENGINEERS	NEW	Construction contracts for architectural and engineering services	· Executive Project Director, Institutional Support Services Note: Chief Procurement Officer's signature required and contracts must be under \$300,000, and subject to summary reports submitted to EVP for Administration	EVP for Administration
1A	ATHLETICS (FINANCIAL AID)	45a	Athletic Grant in Aid Agreements to students	· Director of Financial Aid · Manager of Financial Aid	Provost
2	BANKING	62	Establishment of bank accounts and banking agreements	· Controller · Director, Office of Planning, Budget, and Analysis	EVP for Administration
3	COLLECTIVE BARGAINING	81	Collective bargaining agreements with unions representing UNM employees	· VP of Human Resources	EVP for Administration
4	EMPLOYEE BENEFITS	169	Purchase of services contracts in connection with employee health and other benefits programs, third party administrative services agreements, and stop loss insurance agreements	· VP of Human Resources Note: Chief Procurement Officer's signature required	Chief Procurement Officer
5	EMPLOYMENT (CONTRACT STAFF)	3	Employment contracts for contract staff	· President's Chief of Staff · Senior Vice Provost · VP for Human Resources Note: Only for the staff within their units who are on annual (or other) contracts.	University President

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6	FACILITIES USE	141	Rental of Popejoy Hall and performance agreements; parking lot usage with non-UNM organizations; MOUs with UNM's affiliated groups regarding occasional use of UNM facilities and Parking and Transportation Services ("PATS") staff; small contracts for services for PATS	·Associate VP for Institutional Support Services ·Director of Public Events	Chief Procurement Officer
7	FACILITIES USE (STUDENT LIFE)	NEW	Rental of Student Union Building and classrooms for special events and meetings	·Associate VP for Student Life	VP for Student Affairs
8	FACULTY	2	Faculty (temporary part-time) offer letters and summer session appointment agreements	·Deans ·Associate Deans ·Academic Operations Officers ·Branch Campus Directors ·School of Public Administration Director Note: Only for their respective units	Provost
9	FACULTY	9	Faculty letters of academic title	·Sr. Vice Provost for Academic Affairs ·Assoc. Provost for Academic Personnel	Provost
10	FACULTY (UNFUNDED)	7	Unfunded academic contracts	·Sr. Vice Provost for Academic Affairs ·Assoc. Provost for Academic Personnel	Provost
11	INSTITUTES (BBER)	51	Small contracts for information services, surveys, economic forecast services, and other research projects in BBER	·Director of BBER Note: Contracts must be less than \$10,000	EVP for Administration
12	INSTITUTES (INSTITUTE FOR PUBLIC LAW)	34	Contracts for services performed by the Institute for Public Law within the scope of	·Director, Institute of Public Law Note: Contracts must be less	EVP for Administration

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			UBPPM Policy 2010	than \$5,000	
13	INSTITUTES (NANOSCIENCE@UNM)	164	Nanoscience@UNM Internal Service Facilities Use Agreements	·CHTM Director ·CHTM Associate Director	EVP for Administration
13A	INSTITUTIONAL REVIEW BOARD SERVICES	NEW	Contracts for services provided to outside entities by Institutional Review Board	·Vice President for Research ·Executive Director of Research and Compliance ·Director, Office of Institutional Review Board	EVP for Administration
14	INTELLECTUAL PROPERTY ASSIGNMENTS	139	Assignments of UNM owned inventions and other intellectual property to STC and assignments to inventors or creators	·VP for Research ·Associate VP for Research Initiatives	President and EVP for Administration
15	INTERNET PUBLISHING	49	Internet publishing agreements on behalf of UNM	·Vice Provost of Extended University, Academic Affairs	EVP for Administration
16	IT (UNFUNDED)	35	Confidentiality, nondisclosure, license, and similar intellectual property agreements required by hardware and software vendors	·CIO Note: Unfunded agreements only and must pertain to IT business	EVP for Administration
17	IT (UNFUNDED)	166	Third party developer program agreements for universities	·CIO Note: No fee, electronically signed, click-through agreements only	EVP for Administration
18	JOHN SOMMERS GALLERY	37	John Sommers Gallery Exhibition Contracts, using form contract	·Faculty Chair of Students' Committee of Studies	VP for Student Affairs
19	PHOTOGRAPHY SERVICES	82	Photography services for commencement services	·University Secretary Note: Only agreements without expenditures	EVP for Administration
20	PUBLISHING	28	Form publishing agreements with authors and proprietors, reprint agreements, foreign rights agreements, work-made-for-hire agreements, and distribution agreements on	·Provost ·Director and Associate Director of UNM Press ·Associate VP for Academic Affairs	EVP for Administration

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			behalf of UNM Press	Note: Associate Director may sign only when Director is absent > 2 days	
21	PURCHASES	21	Contracts other than construction contracts and designated professional services	·Contracts Specialist ·Procurement Data Manager Note: Up to \$100,000 per transaction	Chief Procurement Officer
21A	PURCHASES		Contracts other than construction contracts and designated professional services	·Buyer Note: Up to \$60,000 per transaction	Chief Procurement Officer
22	PURCHASES	22	Contracts other than construction contracts and designated professional services	·Senior Contracts Specialist Note: Up to \$250,000 per transaction	Chief Procurement Officer
23	PURCHASES	23 & 66	Purchase of goods and services other than construction contracts, and including for the purchase of professional services	·Purchasing Manager ·Manager, Administrative Operations, University Services Note: Up to \$500,000 per transaction; professional services contracts described in UBPPM Policy 2010, Sec. 4.10 require co-signature of EVP for Administration or delegee	Chief Procurement Officer
23A	PURCHASES	N/A	Contracts for goods and services	·Director, UNM Press ·Director, Student Activities Center ·Director, Recreational Services and Johnson Center ·Director, Financial Operations, Provost's Office ·Director, Facilities Management ·Director, Public Events ·Team Opns Director, Sports Administration Note: Contracts must be	Chief Procurement Officer

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				\$10,000 or less	
24	PURCHASES	156	Delegates same authority as given to Chief Procurement Officer	· Associate Director, Procurement Services	Chief Procurement Officer
25	PURCHASES (STUDENT LIFE)	NEW	Food contracts and pouring rights contracts	· Associate VP for Student Life Note: Must be co-signed by Chief Procurement Officer	Chief Procurement Officer
26	SPONSORED RESEARCH		Research and other sponsored project agreements (contract and grant documents, including subawards)	· Controller · Chief Procurement Officer · Chief Financial Services Officer	EVP for Administration
26A	SPONSORED RESEARCH (FINANCIAL REPORTS/BILLINGS)	NEW	Certifications of annual and final fiscal reports and vouchers	- Controller - Chief Financial Services Officer - Financial Services Accountants	EVP for Administration
27	SPONSORED RESEARCH (PROPOSALS)	4 and 5	Proposals for sponsored projects	· Director, Office of Sponsored Projects · Manager, Office of Sponsored Projects · Sponsored Projects Officers · Sponsored Projects Specialists · Contract and Grant Administrators	VP for Research
28	SPONSORED RESEARCH (UNFUNDED)	NEW	Research contracts not involving the receipt or expenditure of funds or otherwise incurring direct financial obligations	· Associate VP for Research · Controller · Chief Procurement Officer · Chief Financial Services Officer	VP for Research
29	STUDENTS (EMPLOYMENT)	160	Student employment, including work study contracts	· VP for Enrollment Management · Director of Financial Aid	Provost
30	STUDENTS (HOUSING)	11a	Housing contracts with students	· Director of Housing	EVP for Administration

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				· Associate VP for Student Life	
31	STUDENTS (UNFUNDED)	8	Unfunded agreements for student educational experiences	<ul style="list-style-type: none"> · Deans · Executive Director, Global Education Initiatives · Academic Directors · Associate Deans Note: Only for their respective units	Provost