

EXECUTIVE MEMORANDUM NUMBER 14

Delegation of Administrative Authority to Approve Certain Types of University Contracts

Per Board of Regents Policy 6.3.1

Authority to Approve and Execute Contracts

Subsection of RP 6.3.1	Description	Authorization	UNMC Campus Spending Authority*
4.a.	Contracts for the procurement of services or for the procurement of consumable supplies or commodities routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.b.	Contracts with a public utility for the purchase of public utility services routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Associate Vice Chancellor for Campus Facilities; Vice Chancellor for Business and Finance
4.c.	Contracts for the purchase of gasoline, oil or diesel fuel routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.d.	Contracts for the purchase of livestock or livestock feed routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.e.	Contracts for the procurement of products for resale to consumers through University facilities, such as items sold through a University bookstore.	Delegated to the campus.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance

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4.f.	Contracts where the University will provide services to an external party, including, but not limited to research, instruction, consulting, planning, technical assistance, testing, or program development service.	Over \$400,000 requires Board of Regents approval.	Federal Awards and Research Grants/Contracts- Director for Sponsored Programs; Assistant Director for Sponsored Programs; Vice Chancellor for Research; Associate Vice Chancellor for Academic Affairs; Senior Vice Chancellor for Academic Affairs; Associate Vice Chancellor for Research; Director of Research Resources Anything else- Associate Vice Chancellor for Academic Affairs; Senior Vice Chancellor for Academic Affairs; Vice Chancellor for Business and Finance; Assistant Vice Chancellor for Business and Finance
4.g.	Contracts providing for the sale of a single item of personal property owned by the University.	Reasonable estimated market value over \$250,000 requires Board of Regents approval. Over \$100,000 is only reported to the Board of Regents.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.h.	Contracts relating to the staging, performance or sponsorship of any cultural, performing arts, recreational or intercollegiate athletic event, except any contract relating to any post-season intercollegiate football bowl game.	Delegated to the campus.	Vice Chancellor for External Relations; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance

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4.i.	Contracts for the procurement of material to be added to the collection of any University gallery, library or museum facility in the regular course of business in operation of any such facility.	Delegated to the campus.	Director of Procurement and Materials Management; Director of Library for Medicine; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.j.	Contracts whereby University of Nebraska Television will provide services to an external party, including, but not limited to, research, instruction, consulting, planning, production, technical assistance, or program development services.	Over \$400,000 requires Board of Regents approval.	Associate Vice Chancellor for Academic Affairs; Senior Vice Chancellor for Academic Affairs
4.k.	Contracts for the procurement of construction services or supplies for a building, structure or other improvement to real property less than or equal to \$2,000,000.	Over \$250,000 is only reported to the Board of Regents.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Associate Vice Chancellor for Campus Facilities; Vice Chancellor for Business and Finance
4.l.	Contracts for the procurement of personal property less than or equal to \$400,000.	Over \$250,000 is only reported to the Board of Regents.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.m.	Contracts for the procurement of construction services or supplies for building, structure or other improvement to real property over \$2,000,000.	Over \$2,000,000	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Associate Vice Chancellor for Campus Facilities; Vice Chancellor for Business and Finance

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4.n.	Contracts for the procurement of personal property over \$400,000.	Over \$400,000 and is not competitively bid and is not awarded to low responsible bidder and exceeds budget as approved by the Board of Regents.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.o.	Amendment of or change order to a contract approved pursuant to Section 4m where the amendment or change order is the greater of a total price of \$150,000, or represents 1.25% of the total project cost; or Section 4n, where the amendment or change order has a total price of \$100,000 or less.	Over \$100,000	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.p.	Contracts for the procurement of professional services, except services of an architect, engineer, landscape architect or land surveyor.	Over \$400,000 Over \$250,000 is only reported to the Board of Regents.	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.q. and 6.3.2	Contracts for the procurement of the licensed professional services of an architect, engineer, landscape architect or land surveyor.	No limit	Director of Procurement and Materials Management; Assistant Vice Chancellor for Business and Finance; Associate Vice Chancellor for Campus Facilities; Vice Chancellor for Business and Finance
4.r.	Contracts granting to the University a lease of or license to use or occupy real property.	Lease exceeds 10 years and the contract amount is over \$400,000. Each contract for a term in excess of one year is reported to the Board of Regents.	Vice Chancellor for Business and Finance; Chancellor For House Rentals- Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance

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4.s.	Contracts granting to an external party a lease of or license to use University real property for a use that is not a University-related use.	Not awarded in public bid and exceeds 10 years and exceeds \$500,000 for the full term of the lease. Each contract for a term in excess of one year and \$250,000 is reported to the Board of Regents.	Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance; Chancellor
4.t.	Contracts granting to an external party a lease of or license to use University real property for a use that is a University-related use.	Exceeds 10 years and over \$500,000. Each contract for a term in excess of one year and \$250,000 is reported to the Board of Regents.	Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance; Chancellor
4.u.	Contracts for or grant of an easement encumbering University real property to a governmental entity or a public utility.	Over \$100,000 Contracts in excess of \$50,000 are reported to the Board of Regents.	Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance
4.v.	Contracts granting a license or assigning the right to grant a license in any University technology as part of the transfer of such technology for commercial purposes.	No Limit Semiannual report of all such contracts is made to the Board of Regents.	Assistant Vice Chancellor for Business and Finance; Vice Chancellor for Business and Finance; Director of Intellectual Property, UNeMed Corporation; President and CEO for UNeMED Corporation; Associate Vice Chancellor for Academic Affairs; Vice Chancellor for Research; Senior Vice Chancellor for Academic Affairs

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4.w.	Contracts of employment with a University faculty or staff member, including UNMC Terms of Employment Agreements with clinical faculty and UNMC Supplemental Compensation Agreements, for appointments and salary obligations that may be approved by the President or his or her designees under Section 3.2 of the Bylaws of the Board of Regents.	No limit Biannual reporting to the Board of Regents of the compensation and length of term of each appointment to an administrative position and to a faculty position at the rank of assistant professor.	Associate Vice Chancellor for Academic Affairs; Senior Vice Chancellor for Academic Affairs; Chancellor

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