

<p style="text-align: center;">3364-40-08</p> <p style="text-align: center;">President</p> <p style="text-align: center;">Executive Vice President for Finance and Administration and CFO</p> <p style="text-align: center;">All campuses of the University of Toledo</p>	<p style="text-align: center;">:</p> <p style="text-align: center;">January 26, 2024</p> <p style="text-align: center;">January 1, 2011</p>
<p style="text-align: center;">:</p>	
<p style="text-align: center;">New policy</p>	<p style="text-align: center;">Minor/technical revision of existing policy</p>

X Major revision of existing policy

(C) Definitions

Contract: a legally binding written agreement between the university and another party or parties in any manner for any dollar value (including zero dollars), describing the terms of the contract.

The term "contract" may be referred to by many different names, including but not limited to: agreement, memorandum of understanding, memorandum of intent, statement of work, amendment, addendum, proposal, purchase order, notice of award and includes electronic contracts which are accepted online and not printed. All of these types of documents, regardless of what they are called, which commit university resources, including grants to the university, or create obligations on behalf of the university, shall collectively be referred to herein as "contracts", and shall be entered into in accordance with the terms of this policy.

Delegation of signatory authority: the formal recorded conveyance of authority from the board of trustees to the president or from the president to his/her designee(s).

construction projects in excess of \$1 million. Exceptions: 1) purchases or contracts that utilize funds as provided by a granting agency and the university of Toledo's contribution is \$500,000 or less, 2) any emergency purchase necessary to keep facilities structurally safe and operational, 3) renewal of existing agreements, and 4) purchases for such categories as utilities, maintenance contracts and benefits' plans

It is the responsibility of all university employees to ensure the university does not knowingly enter into a contract that presents a conflict of interest. Any employee who has a conflict of interest with respect to a contract does not have authority to negotiate, approve or execute the contract and must recuse themselves from the process pursuant to university policy Conflict of interest and nepotism 3364-25-18.

(H) Electronic signature

Electronic signatures may be executed or accepted on contracts pursuant to university policy Electronic signatures 3364-15-16.

(I) Delegation of signatory authority

The president delegates signatory authority pursuant to the following delegation matrix:

Athletics	Athletic director		University sports publications/sponsorship agreements
			Conference membership agreements
			Athletic game agreements \$10,000 or above
		Deputy or senior associate athletic director	Athletic game agreements under \$10,000
		Associate athletic director (or above)	Athletic facility use
			Agreements for team travel (except for air charters)



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