

**UNIVERSITY OF GUAM
DELEGATION OF AUTHORITY, REVIEW AND SIGNATURE APPROVAL PROCESS – CONTRACTS**

Approving Officials		Final Signatory and Authorized \$ Level
LC	Legal Counsel	All Contracts - Form & Legality
TBOR	Treasurer, Board of Regents (see Note 3)	\$500k and up
CBOR	Chairman, Board of Regents	\$201k and up
PRES	President	\$101k and up
SVP, VPAF	SVP-ASA or VPAF	Up to \$100k
AVP	AVP-GSSP	Up to \$15K for expenditures from their approved unit budgets, excluding contracts
DD&A	Deans, Directors and Administrators	

Certifying Officials		Verification
CO-GAS, ACOB, COMP	Certifying Officer or General Accounting Supervisor, Associate Comptroller/Bursar, Comptroller	Availability of Funds
SMA	Supply Management Administrator	Procurement Regulations
VPAF,COMP	Vice President for Administration & Finance or Comptroller	Sole Source Procurement

Types of Contracts (Not All Inclusive)		Minimum Set of Signatories
1.	Purchase Orders: <i>Purchase of Goods or Services <= \$15k</i>	DD&A; SMA; CO-GAS
	<i>Purchase of Goods or Services >\$15k up to \$50k</i>	DD&A; SMA; CO-GAS; ACOB
	<i>Purchase of Goods or Services >\$50k</i>	DD&A; SMA; LC; CO-GAS or ACOB-COMP

2.	Competitive Sealed Bidding and RFPs > \$15k	<p align="center">For Contract Types #2-11</p> <p>The contract's dollar value determines the required minimum set of signatories.</p> <p align="center">i. <u>Up to \$100k:</u> DD; CO-GAS; ACOB or COMP; LC; and SVP or VPA</p> <p align="center">ii. <u>\$101k to \$200k:</u> DD; CO-GAS; ACOB or COMP; LC; SVP or VPAF; and PRES</p> <p align="center">iii. <u>\$201k to below \$500k:</u> DD; CO-GAS; ACOB or COMP; LC; SVP OR VPAF, PRES; and CBOR</p> <p align="center">iv. <u>\$500k and up:</u> DD; CO-GAS; ACOB or COMP; LC; SVP OR VPAF, PRES; CBOR; and TBOR</p>
3.	Indefinite Quantity Agreement	
4.	Partnership Agreement	
5.	Independent Contractor Agreement	
6.	Employment Agreement - Tenure Track	
7.	Special Employment Agreement	
8.	Amendment to Contract	
9.	MOU's for various purposes	
10.	UOG Field House License Agreement	
11.	A&E and CIP Contracts	

Special Notes:

Note 1: Rule-making authority for the UOG Board of Regents is found in 17 GCA § 16108: "Notwithstanding any law, rule, or regulation to the contrary, the authority of the Board to establish personnel and administrative rules and regulations shall not be subject to the Administrative Adjudication Act."

Note 2: Pursuant to 17 GCA, Chapter 16 - UOG Charter - the Board of Regents is the governing board who appoints the President with the advice and consent of the Guam Legislature. Pursuant to the UOG Procurement Regulations Section 2.5 the President or his designee has authority to sign and approve contracts.

Note 3: All contracts of \$500,000 and up require the approval of the Attorney General of Guam. As a public corporation of the government of Guam, UOG's Legal Counsel holds delegated authority to serve as an Assistant Attorney General to (1) act as a legal advisor during all phases of the solicitation or procurement process; and (2) review and approve contracts of \$500,000 or more as to form and legality.

Note 4: All contracts for goods or services must be in compliance with UOG's Procurement Regulations as well as distributed guidelines and procedures; the Guam Procurement Law (5 GCA Chapter 5); and Guam Procurement Regulations (2 GAR Div. 4). They shall comply with federal and local government statutes.
