



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## Resolution No. 20-04 RELATIVE TO AMENDING THE DELEGATION OF AUTHORITY

**WHEREAS** the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

**WHEREAS**, the Research Corporation requires a core team of administrators to develop and implement policies and manage day to day activities of the corporation; and

**WHEREAS**, the Delegation of Authority was approved by the Board of Directors on September 23, 2014; and

**WHEREAS**, RCUOG has grown significantly since 2014 and currently supports over 120 grants and contracts with annual budgets exceeding \$22M; and

**WHEREAS**, due to the increase in financial transactions, RCUOG administrators seek to amend the Delegation of Authority to better manage grant activity related to purchase card transactions which is currently capped at \$100,000 for all cards combined; and

**WHEREAS**, the executive director's level of authority will increase to \$140,000 enabling RCUOG to maintain efficiency; and

**WHEREAS**, the amended Delegation of Authority will establish protocols for the expenditure of funds at stated thresholds which correlate to signatory approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby adopts the Delegation of Authority, as amended.

Adopted this 25th Day of September 2020.

*Thomas W. Krise*

Dr. Thomas W. Krise, Chairperson

**ATTESTED:**

*Cheryl R. Sanguenza*

Dr. Cheryl Sanguenza, Secretary

**Research Corporation of the University of Guam  
Delegation of Authority, Review and Signature Approval Process – Contracts**

**Approving Officials**

Authorized Levels

Legal Counsel	Contracts and Bid Proposals – Form and Legality
Chairman, Board of Directors	\$200,001+
Treasurer, Board of Directors	\$140,001 - \$200,000
Executive Director	\$30,000 - \$140,000
PI & Department Head	up to \$30,000

**Certifying Officials**

Verification

Chief Business Officer	Availability of Funds / Procurement Regulations
Executive Director	Sole Source Procurement

**Type of Contracts (Not all Inclusive)**

1. Purchase Orders: Purchase of Goods or Services\*
2. Competitive Sealed Bidding and RFTs
3. Indefinite Quantity Agreement
4. Partnership Agreement
5. Independent Contractor Agreement
6. Employment Agreement
7. Special Employment Agreement
8. Amendment to Contract
9. MOUs for various purposes
10. A&E and CIP Contracts

**The Contract's Dollar Value Determines the Required Minimum of Set Signatories**

		Legal Counsel*	Chairman, Board of Directors	Treasurer, Board of Directors	Executive Director	PI and Department Head	Chief Business Officer
1	Up to \$3,000					X	X
2	\$3,0001 - \$30,000	X				X	X
3	\$30,001 - \$140,000	X			X	X	X
4	\$140,001 - \$200,000	X		X	X	X	X
5	\$200,001+	X	X	X	X	X	X

\*Does not need to approve purchase orders