

## AUTHORITY TO SIGN AGREEMENTS


To the Secretary to the Board of Trustees:

The following policy was adopted by the Western Michigan University Board of Trustees on January 18, 1980 and has not been rescinded.

1. Unless specifically exempted by other sections of this policy, no member of the University faculty, staff, or student body is authorized to sign any lease, contract or any other agreement binding the University except the President, the Treasurer and/or the Assistant Treasurer.
2. Specifically exempted agree
  - a. Purchase orders and contracts for goods and/or services negotiated under University Purchasing Department policies may be signed by the Director of Purchasing or any other staff member specifically designated by the Director of Purchasing.
  - b. Offers of employment are covered under other policy statements.
  - c. The Board of Trustees may, as part of approving specific agreements, or as a result of an official Board policy, designate the person, or persons, to sign on behalf of the Board of Trustees of the University.
3. The Treasurer is authorized to designate in writing to specific staff members the authority to sign recurring types of contracts.
4. Faculty, staff, or students who are in the process of negotiation with outside persons and/or agencies shall refer all proposed agreements to the Assistant Treasurer. The Assistant Treasurer shall:
  - a. Review the agreement for any potential liability to the University, its Board of Trustees, or its staff and determine what steps need to be taken to make the risk acceptable.
  - b. Review the documentation with the University attorney as to form and legality.
  - c. Forward any acceptable lease, contract or other agreement to the President, the Treasurer and/or the Assistant Treasurer for signature.
5. Agreements signed under the authority of this policy shall be in a form prescribed by the University Attorney.

With the authority vested in the Treasurer, all prior delegations are hereby rescinded and this Authorization is subject to the Board Policy as it may be amended from time to time.

**Western Michigan University**

By:   
Jan Van Der Kley

Its: Treasurer

Date: 9-11-2025

c: General Counsel

# AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS AND TO PROCURE GOODS OR SERVICES ON BEHALF OF WESTERN MICHIGAN UNIVERSITY

Last updated September 10, 2025

This chart is the authoritative document of the individuals to whom the Vice President for Business and Finance has delegated Contracting Authority and Purchasing Authority for University contracts and other official documents. Please contact the Office of Legal Affairs, Risk and Compliance with questions or concerns.

All contracts and purchases are subject to all Administrative Policies and Procedures.

Contract(s): A formal agreement between the University and an outside party, whether in the form of a formal contract, letter of intent, statement of work or purchase order. The Logistical Services (Purchasing) will sign all expenditure contracts, except as noted below.

Contracting Authority: Only certain employees are authorized to sign specific kinds of Contracts on behalf of the University. Contracting Authority is delegated from the President and/or the Vice President for Business and Finance as indicated in the chart below. ALL CONTRACTS MUST BE REVIEWED BY THE OFFICE OF LEGAL AFFAIRS, RISK AND COMPLIANCE UNLESS A TEMPLATE PRE-APPROVED BY THE OFFICE OF LEGAL AFFAIRS, RISK AND COMPLIANCE IS UTILIZED. Persons in positions on an interim basis have the same authority as an incumbent. Please see [www.wmich.edu/legal/contracts](http://www.wmich.edu/legal/contracts) for guidelines regarding contract administration.

Purchasing Authority: Purchasing Authority (as opposed to Contracting Authority) is based on the dollar amount of the procurement transaction and is indicated in the chart below. This is the dollar amount of authority to approve purchase requisitions, preferred vendor purchases, and PCard purchases. If you need to make a purchase that exceeds your authority, please direct the authorization request to the appropriate position that does have the appropriate purchasing authority limit. All methods of procurement must be approved by a person in the position authorized to commit the full dollar amount. Additionally, funding must be available to cover the cost of the purchase.

University-Wide		
Position	Contracting Authority and Purchasing Authority	Level of Authority
President	To sign: all contracts/purchases for the University.	No limit
Chief of Staff	To sign: all contracts/purchases for the University.	No limit
Vice President for Business and Finance/Treasurer	To sign: all contracts/purchases for the University.	No limit
Associate Vice President for Business and Finance/Assistant Treasurer	To sign: all contracts/purchases for the University.	No limit
Academic Affairs		
Position	Contracting Authority and Purchasing Authority	Level of Authority
Provost and Vice President for Academic Affairs and Provost	To sign: (1) contracts/purchases that fall within the purview of Academic Affairs.	\$500K

Senior Associate Provost	To sign: (1) contracts/purchases that fall within the purview of Academic Affairs; (2) Non-Disclosure Agreements, Affiliation Agreements, Articulation Agreements and University to University Cooperation Agreements.	\$350K
Academic Deans	To sign: (1) contracts/purchases that fall within the purview of the dean's college; (2) School, College or Library related Non-Disclosure Agreements, Affiliation Agreements, Articulation Agreements and University to University Cooperation Agreements.	\$200K
Director, Academic Labor Relations	To sign: (1) all agreements reached with academic bargaining units.	\$150K
Chief Information Officer	To sign: (1) Technology Services contracts/purchases; (2) technology non-disclosure agreements.	\$150K
Senior Director of International Student and Scholar Services	To sign: (1) all petitions and required reporting forms related to immigration matters.	\$100K
Associate Provost for Haenicke Institute for Global Education	To sign: (1) all petitions and required reporting forms related to immigration matters.	\$150K
WMUK General Manager	To sign: (1) all broadcasting forms and applications; (2) contracts/purchases related to broadcasting, audience analytics, members and programming, and distribution Contracts.	\$150K
WMUK Director of Development	To sign: (1) all broadcasting forms and applications; (2) contracts/purchases related to broadcasting, audience analytics, members and programming, and distribution Contracts.	\$100K
Lab Supervisor, Chemistry	To sign: (1) Federal and State required forms for laboratory experiments.	\$50K
Associate Dean, Resources and Digital Strategies, University Libraries	To sign: (1) all license and subscription contracts for journals and databases for library use.	\$150K
Coordinator of Exhibitions, Gwen Frostic School of Art	To sign: (1) all contracts for art exhibitions; (2) Richmond Center for the Visual Arts use agreements.	\$100K
Chair, Theatre	To sign: (1) contracts related to the operation of the Gilmore Theatre Complex.	\$150K
Executive Director of Flight Operations, Aviation	To sign: (1) aircraft purchase and lease contracts; (2) ground school agreements; (3) internship agreements.	\$150K
Athletics		
Position	Contracting Authority and Purchasing Authority	Level of Authority

Director of Athletics	To sign: (1) contracts/purchases that fall within the purview of the Department of Athletics, game and referee contracts.	\$350K
Associate and Assistant Athletic Directors	To sign: (1) Financial Aid Tenders to student athletes in sports to which they have been assigned.	\$100K
Assistant Director Facilities	To sign: (1) all facility use contracts for the Department of Athletics.	\$50K
Associate Director, Business Operations	To sign: (1) Department of Athletics contracts/purchases for facility use and event Contracts and for activities that fall within their area of responsibility.	\$100K
Senior Associate Director, External Operations	To sign: (1) all Department of Athletics contracts/purchases that fall within their area of responsibility.	\$100K
Senior Associate Director, Senior Women Administrator	To sign: (1) Department of Athletics contracts within their area of responsibility; (2) Athletic facility use contracts; (3) athletic event contracts.	\$100K
Business and Finance		
Position	Contracting Authority and Purchasing Authority	Level of Authority
Vice President for Business and Finance/Treasurer	See University-Wide Authority section above.	No limit
Associate VP for Business and Finance/Assistant Treasurer	See University-Wide Authority section above.	No limit
Associate Vice President Human Resources	To sign: (1) contracts/purchases that fall within the purview of Human Resources	\$150K
Associate Vice President Facilities Management	To sign: (1) contracts/purchases that fall within the purview of Facilities Management	\$150K
Chief of Police	To sign: (1) contracts/purchases related to inter-agency police cooperation and emergency response compacts, State of Michigan Plan of Operation agreements, officer training and tactical deployment agreements and contracts required to be signed by Western Michigan University's chief law enforcement officer; (2) forfeiture settlement agreements; (3) Secretary of State registration forms for police vehicles.	\$150K
Deputy Chief of Police	To sign: (1) contracts/purchases related to inter-agency police cooperation and emergency response compacts, State of Michigan Plan of Operation agreements, officer training and tactical deployment agreements and contracts required to be signed by Western Michigan University's chief law enforcement officer; (2) forfeiture settlement agreements; (3) Secretary of State registration forms for police vehicles.	\$100K
Senior Director, Campus Planning, Design and Construction	To sign: (1) contracts/purchases within the purview of campus planning, capital projects, space management, design, and construction.	\$150K

Senior Director, Supply Chain and Auxiliary Services	To sign: (1) contracts/purchases within the purview of operating Miller Auditorium, Fetzer Center, West Hills, Oaklands, and the Paper Pilot Plants.	\$150K
Director, Miller Auditorium	To sign: (1) contracts/purchases within the purview of operating Miller Auditorium.	\$100K
General Manager, West Hills Athletic Club	To sign: (1) contracts/purchases within the purview of operating West Hills.	\$100K
General Manager, Pilot Plants	To sign: (1) contracts/purchases within the purview of operating Pilot Plants.	\$100K
Controller	To sign: (1) contracts/purchases within the purview of the department; (2) bankruptcy agreements; (3) sales tax and payroll tax forms; (4) third party agreements; (5) moving expense authorizations; (6) WMU W-9; (7) Perkins Loan assignments.	\$150K
Corporate Reporting and Taxation	To sign: (1) WMU W-9; (2) Forms 1042S.	\$100K
Director, Environmental and Safety	To sign: (1) all applications and reports falling under the purview of environmental and safety unless there is a different Federal and/or State requirement.	\$100K
Director, Labor Relations	To sign: (1) all agreements reached with non-academic bargaining units.	\$150K
Director, Campus Planning, Capital Projects, and Space Management	To sign: (1) contracts/purchases within the purview of campus planning, capital projects, and space management.	\$150K
Diversity and Inclusion		
Position	Contracting Authority and Purchasing Authority	Level of Authority
Vice President for Diversity and Inclusion	To sign: (1) contracts/purchases that fall within the purview of Diversity and Inclusion.	\$350K
Associate Vice President for Diversity and Inclusion	To sign: (1) contracts/purchases that fall within the purview of Diversity and Inclusion.	\$150K
Business Manager for Diversity and Inclusion	To sign: (1) contracts/purchases that fall within the purview of Diversity and Inclusion.	\$100K
Government Relations		

Position	Contracting Authority and Purchasing Authority	Level of Authority
Vice President Government Relations	To sign: (1) contracts/purchases that fall within the purview of Government Relations.	\$350K

#### Legal Affairs, Risk and Compliance

Position	Contracting Authority and Purchasing Authority	Level of Authority
General Counsel	To sign: (1) legal documents on behalf of Western Michigan University; (2) Settlement Agreements of \$100K or less; (3) outside counsel retention Contracts; (4) retention contracts for investigations/consultations entered into under the attorney/client privilege; (5) contracts/purchases within the purview of legal, risk, and compliance.	\$350k
Senior Director of Risk Management and Business Services	To sign: (1) contracts except executive search firm searches, real estate related contracts, and retainer contracts with attorneys, auditors, or other professional consulting firms; (2) alcohol on campus forms and liquor licenses.	\$100K

#### Marketing and Strategic Communications

Position	Contracting Authority and Purchasing Authority	Level of Authority
Vice President Marketing and Strategic Communications	To sign: (1) contracts/purchases that fall within the purview of Marketing and Strategic Communications.	\$350K

#### Research and Innovation

Position	Contracting Authority and Purchasing Authority	Level of Authority
Vice President for Research and Innovation	To sign: (1) all Office of Research Administration related Non-Disclosure Agreements, Affiliation Agreements, University to University Cooperation Agreements, Material Transfer Agreements, Grant Applications, Proposals, Submissions, and Research and Sponsored Research Agreements.	\$1.5M
Vice President for Research and Innovation	To sign: (1) contracts/purchases within the purview of Research and Innovation, not included above.	\$350K
Associate Vice President for Research	To sign: (1) all Office of Research Administration related Non-Disclosure Agreements, Affiliation Agreements, University to University Cooperation Agreements, Material Transfer Agreements, Data Use	\$1.5M

	Agreements, Master Service Agreements, Grant Applications, Grant Payments, Back-Stops, No-Cost Extensions, Budget Revisions, Proposals, Submissions, and Research and Sponsored Research Agreements.	
Associate Vice President for Research	To sign: (1) contracts/purchases within the purview of Research and Innovation, not included above.	\$300K
Sr. Director Research Administration	To sign: (1) all Office of Research Administration grant applications, grant payments, no-cost extensions, budget revisions, and backstops; (2) master service agreements.	\$1M
Sr. Director Research Administration	To sign: (1) contracts/purchases within the purview of Research and Innovation, not included above.	\$150K
Director and Assistant Director Technology and Innovation Advancement	To sign: (1) all Office of Research Administration Material Transfer Agreements and Non-Disclosure Agreements; (2) data transfer and use agreements; (3) master services agreements; (4) license agreements related to a research project or contract.	\$150K
Associate Director Pre-Awards	To sign: (1) Office of Research Administration related contracts, grant applications, proposals, submissions and Research and Sponsored Agreements.	\$250K
Associate Director Post-Awards	To sign: (1) Office of Research Administration related contracts and grants progress reports, grant payments, back-stops; (2) budget revisions; (3) no cost extensions.	\$150K
Student Affairs		
Position	Contracting Authority and Purchasing Authority	Level of Authority
Vice President for Student Affairs	To sign: (1) contracts/purchases that fall within the purview of Student Affairs.	\$350K
Associate Vice President for Student Affairs	To sign: (1) contracts/purchases that fall within the purview of Student Affairs related to facilities operations.	\$150K
Associate Vice President for Student Affairs and Dean of Students	To sign: (1) contracts/purchases that fall within the purview of Student Affairs related to student services operations.	\$150K
Director and Associate Director, Student Recreation Center	To sign: (1) Student Recreation Center use agreements; (2) intramural sports use agreements.	\$100K
Director, Residence Life	To sign: (1) all housing agreements; (2) contracts/purchases under the purview of Residence life.	\$100K
Director, Dining Services	To sign: (1) all commuter meal plan agreements; (2) contracts/purchases under the purview of Dining Services.	\$100K
Director, Student Center	To sign: (1) all Student Center use agreements.	\$100K

Medical Director, Sindecuse Health Center	To sign: (1) contracts/purchases that fall within the purview of the student health center.	\$200K
University Advancement		
Position	Contracting Authority and Purchasing Authority	Level of Authority
Vice President for Advancement	To sign: (1) contracts/purchases that fall within the purview of University Advancement.	\$350K
Associate Vice President for Advancement and Foundation Administration	To sign: (1) contracts/purchases that fall within the purview of University Advancement.	\$150K
All Other Employees Not Specifically Listed Above		
Position	Contracting Authority and Purchasing Authority	Level of Authority
Academic Administrators		\$100K
Department Chairs		\$75K
Faculty		\$50K
SCS I – K		\$100K
SCS F – H		\$75K
SCS D – E		\$50K
SCS B – C		\$10K