

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following policy was adopted by the Western Michigan University Board of Trustees on January 18, 1980 and has not been rescinded.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With the authority vested in the Treasurer, all prior delegations are hereby rescinded and this Authorization is subject to the Board Policy as it may be amended from time to time.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
Jan Van Der Kley

Its: Treasurer

Date: 12-4-2025

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 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 |

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| 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 |
| Academic Dean, College of Aviation (in addition to the section above) | To sign: (1) FAA Aircraft Registration Forms to register aircraft with the FAA; (2) FAA Aircraft Bill of Sale Documents to sign over ownership of aircraft from Board of Trustees of WMU to the purchasing party; (3) Ground School Agreements; (4) Aircraft Rental Agreements; (5) Internship Memorandums of Agreement; (6) Student Plane Releases for parking aircraft at WMU; (7) Aircraft Orders as authorized with previously signed master purchase agreement. | \$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 |
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| 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 |

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| 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 | | |
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| 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 | | |
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| 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 | | |
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| 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 |

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| 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 Agreements, Master Service Agreements, Grant Applications, Grant Payments, Back-Stops, No-Cost Extensions, Budget Revisions, Proposals, Submissions, and Research and Sponsored Research Agreements. | \$1.5M |
| 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 |

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| 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 |