



RESEARCH CORPORATION
of the **UNIVERSITY OF GUAM**

RESOLUTION NO. 14-07

RELATIVE TO APPROVING THE RCUOG 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 purpose of the RCUOG includes the promotion of assigned educational, scientific and literary pursuits of the University of Guam's grants and contracts through aiding in the development of study, training, and research and to furnish the means and methods to do so; and

WHEREAS, the RCUOG requires the RCUOG administrators to manage the day to day operations of the public corporation; and

WHEREAS, delegation of authority must be approved by the RCUOG Board of Directors to establish protocols for the expenditure of funds at established thresholds that correlate to signatory approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the attached Delegation of Authority for the Research Corporation of the University of Guam;

Adopted this 23th day of September, 2014.

Dr. Robert A. Underwood, Chairperson

ATTESTED:

Dr. Kate Moots, Secretary

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

Approving Officials

	<u>Authorized Levels</u>
Legal Counsel	Contracts and Bid proposals - Form & Legality
Chairman, Board of Directors	\$200,001 +
Treasurer, Board of Directors	\$100,001 - \$200,000
Executive Director	\$30,001 - \$100,000
PI and Department Head	up to \$30,000

Certifying Officials

	<u>Verification</u>
Chief Business Officer	Availability of Funds / Procurement Regulations
Executive Director	Sole Source Procurement

Types of Contracts (Not all inclusive)

- 1 Purchase Orders: Purchase of Goods or Services*
- 2 Competitive Sealed Bidding and RFPs
- 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 Set of Signatories

		Legal Counsel*	Chairman, Board of Directors	RCUOG Executive Director	PI and Department Head	Chief Business Officer
1	up to \$3,000				X	X
2	\$3,001 - \$30,000	X			X	X
3	\$30,001 - \$100,000	X		X	X	X
4	\$100,001 - \$200,000	X		X	X	X
5	\$200,001 +	X	X	X	X	X

* Does not need to approve purchase orders