COLORADO STATE UNIVERSITY PUEBLO

DELEGATED CONTRACT SIGNATURE AUTHORITY

I. Constitutional and Statutory Authority of the Board of Governors of the Colorado State University System

A. Colorado Constitution, Article VIII, Section 5(2), grants plenary supervisory power, except as provided by law, to the Board including, by implication, the authority to contract.

B. C.R.S. §23-30-102 Board body corporate - powers relating to real and personal property, provides, in part:

(1) The board of governors of the Colorado state university system is a body corporate, capable in law of suing and being sued; of taking, holding, acquiring, exchanging, selling, and determining the uses of personal property and real estate, or any interest therein, the ownership of which is vested in the board… or the entities governed by it; of contracting and being contracted with; of having and using a corporate seal; having duties and powers to control, manage, and direct the fiscal and all other affairs of the Colorado state university system and the entities it governs; and of causing to be done all things necessary to carry out the provisions of this article.

(2) Has the power to lease personal property … for a term not to exceed eighty years;

(2.5) Subject to such reviews and approvals of state agencies as are required by law, the power to sell, lease, or exchange real property, or any interest therein, including any mineral rights, the ownership of which is vested in the board….

(3) Has the power to lease any real property or any interest therein owned by it on behalf of any entity governed by it for mineral exploration, development, and production purposes, upon such terms and conditions as may be prescribed and contracted by the board in the exercise of its best judgment as being in the best interests of said entity… [subject to some statutory limitations].

C. C.R.S. §23-30-106- CSU System Fund:

(1) Creates the board of governors of the Colorado state university system fund which is under the control of and administered by the board. The board of governors shall have authority and responsibility for all moneys of the board of governors and any entity governed by it.

(2) States that monies in the fund are to be used by the Board for the payment of salaries and operating expenses of the board and its entities.

D. The passage of Senate Bill 10-003 permitted the Board of Governors to exempt Colorado State University Pueblo from the State fiscal rules promulgated by the Colorado State Controller and review and approvals required to be performed by the Colorado State Controller. On August 11, 2010 the Board by resolution elected to exempt the University and authorized the President to implement institutional rules, including the

delegation of signature authority and review requirements for all contracts. This resolution further authorized the President to delegate the powers inherent in promulgating the new fiscal rules to others within the organization deemed to have appropriate and adequate training and experience in fiscal rules and procedures.

II. Authority Delegated to the Institution President by the Board of Governors by Board Resolution

A. December 1987 Resolution: The State Board of Agriculture (now the Board of Governors of the Colorado State University System) delegates to the institution presidents the authority to approve and execute all contracts, agreements, grants, warrants and other binding legal instruments which are either expressly approved by resolution of the Board, or usual, necessary and appropriate to the normal operation of the institution and within the budgeted expenditures as approved by the Board. The Board also expressly permitted the institution presidents to authorize other administrators to negotiate and execute such instruments.

B. February 1998 Resolution: gives the President authority to approve changes of authorized signatures on existing Board bank accounts; prohibits President from establishing new accounts or changing the purpose of accounts. The Board Resolution also prohibits delegation of this authority.

C. December 2009 Resolution:

(1) Authorizes the President to execute amendments to the Student Employee Retirement Plans.

(2) Delegates to the President all prior delegations of authority that were previously directly delegated to vice presidents at CSU Pueblo. Authorizes the President to sub-delegate such authority. Includes the authority to approve and sign workers' compensation settlements up to a value of $250,000, with review by the Office of General Counsel.

III. Delegation of authority by the President to the Vice Presidents and Other University Officials with further sub-delegations

A. <u>Provost/Executive Vice President for Academic Affairs</u>

1. Authority to execute Cooperative Agreements, Affiliation Agreements, Memorandums of Understanding; and other academic agreements for all departments that are direct reports to the Provost.

2. Sub-delegation Dean of Library Sciences

a) Authority to execute license agreements for software, database access, online publications, and library materials.

b) Authority to execute agreements relating to any transaction involving library services or services provided within the

LARC.

c) No sub-delegations.

3. Sub-delegation to Academic Deans

   a) Authority to execute Internship Agreements, Affiliation Agreements, Memorandum of Understanding; and other academic agreements, and contracts for goods and services of no more than $25,000.00 within their respective College or School.

   b) No sub-delegations.

4. Sub-delegation to Associate Dean of the School of Education and the Associate Dean of the School of Health Science and Human Movement

   a) Authority to execute Internship Agreements, Coopere Agreements, Affiliation Agreements, Memorandum of Understanding; and other academic agreements, and contracts for goods and services of no more than $25,000.00 within the College of Health and Education.

   b) No sub-delegations.

B. Vice President of Operations/Chief Financial Officer

1. Authority to execute expenditure and revenue contracts, agreements and other binding legal instruments that are usual, necessary and appropriate to the normal operation of the institution and within the budgeted expenditures as approved by the Board related to departments under the purview of Operations and Advancement.

2. Authority to execute documents granting non-exclusive utility easements having a then-current fair market value of not more than $25,000, within established or designated utility corridors, the form of which shall be subject to review by General Counsel.

3. Authority to execute documents to lease land and/or surplus water rights where CSU Pueblo is the Lessor subject to the following criteria: (a) lease period of not more than five years for land; (b) lease period of not more than one year for water rights; (c) where lease has a maximum value of$5,000 per year; (d) where impact of the lease is minimal; and (e) subject to review/approval by General Counsel.

4. Authority to execute documents reasonably necessary and appropriate to acquire exclusive and non-exclusive easements subject to the following criteria: (a) then- current fair market value of not more than $25,000; (b) obtained for programmatic or operational purposes; (c) include customary and reasonable obligations the costs of which are within the Board approved Budgets; and (d) after consultation with the Office of General Counsel.

5. Authority to execute any contracts for security services including

additional contracted security from the Pueblo County Sheriffs Office and contract for goods within the Office of Campus Safety and Emergency Management.

6. Authority to execute expenditure and revenue contracts, agreements and other binding legal instruments that are usual, necessary and appropriate to the normal operation of the institution and within the budgeted expenditures as approved by the Board.
7. Authority to approve and sign workers' compensation settlements up to a value of $250,000, with review by the Office of General Counsel.
8. Authority to execute Equipment Lease/Purchase Agreements, related documents, certificates and instruments as may be necessary to consummate transactions contemplated by the Equipment Lease/Purchase Agreements.
9. Sub-delegation to the Senior Director of Auxiliary Services
    a) Authority to execute contracts of no more than $25,000.00 for services and goods relating to any transaction involving auxiliary services.
    b) No sub-delegations.

C. Vice President of Enrollment Management and Extended Studies

1. Authority to execute contracts regarding student enrollment and student activities or events, or other ventures within the purview of Student Services and Enrollment Management and Extended Studies.
2. Authority to execute work-study placement/site agreements, financial aid agreements with state and federal agencies, veterans training grants, and scholarship and stipend agreements with undergraduate students.
3. Authority to execute agreements relating to Marketing, Communications & Community Relations including granting of a license to use CSU Pueblo's name, logo and marks, CSU Pueblo's owned photos, videos and artwork and sponsorships agreements.
4. Sub-delegation Dean of Extended Studies
    a) Authority to execute Concurrent Enrollment Agreements, Cooperative Agreements, Affiliation Agreements, Memorandum of Understanding; and other academic agreements, and contracts for goods and services of no more than $25,000.00 within the department of Extended Studies.
    b) No sub-delegations.

D. Vice President of Student Affairs

1. Authority to execute contracts regarding student activities or events, or other ventures within the purview of Student Affairs.

2. Sub-delegation to Director of Residence Life and Housing

    a) Authority to execute Residence Hall Agreements and Walking Stick Apartment Agreements with students.

    b) No sub-delegations.

3. Sub-delegation to Director of Student Recreation Center (ThunderWolf Recreation)

    a) Authority to execute Agreements for the use of the Student Recreation Center.

    b) Purchase of goods, equipment, intangible and services generally with a value of less than $25,000.00.

    c) No sub-delegations.

E. Vice President for Athletics and Strategic Partnerships

1. Authority to execute athletic sponsorship agreements, including approval of transactions by athletic marketing contractor.
2. Authority to execute non-conference game agreements.
3. Authority to execute Facility Use Agreements for Athletic facilities.
4. Authority to execute agreements related to any area under the Department of Athletics.
5. No sub-delegations.

F. Senior Director of Human Resources and Civil Rights Compliance and Title IX Equity

1. Authority to execute any contracts for goods and services of no more than more than $100,000 within the Office of Human Resources and Civil Rights Compliance and Title IX Equity.
2. Authority to execute any documents necessary for retirement or benefits that do not require the signature of the President or Chancellor.
3. No sub-delegations.

G. Delegation to Director of Purchasing and Purchasing Agents of Colorado State University (Fort Collins)

1. Purchase of goods, equipment, intangibles and services generally with a value of less than $100,000.00.

H. Delegation to the Vice President for Research and CSU System Chief Research Officer

1. Authority to sign research agreements and related agreements, regardless of whether renumeration is involved. This includes, but is not limited to master agreements, assistance awards, grants, sub-grants or sub- awards, research contracts, research-related service contracts, materials transfer agreements, intellectual agreements and management plans, data use agreements, teaming confidentiality/non-disclosure agreements, amendments, and other agreements to requests for research or scientific/technical services. This delegation includes authority in connection with university's research activities to sign export applications or other documents required by federal regulations or agency policy, authority to license the use of CSU Pueblo intellectual property to an external party, the authority, express and implied, related to the Vice President for Research and System Chief Research Officer's designation as the university's Authorized Organizational Representative.

2. Vice President for Research and CSU System Chief Research Officer may sub-delegate with approval from CSU Pueblo President.

IV. Controller signature requirements of expenditure contracts

All expenditure contracts require signature by the University Controller or designee, and require legal review and other approvals. Nothing in this memorandum shall be construed to authorize any official to sign a contract obligating the expenditure of CSU Pueblo funds without the approval of the university controller or designee.

V. Legal Review

All contracts that are not university standard contracts require legal review. Any modifications to university standard contracts require legal review.

A "contract" as used herein includes any and all agreements, however titled, that are intended to be legally enforceable and binding on the parties to such agreement. Examples of contracts include, but are not limited to, expenditure contracts, revenue contracts, leases of real or personal property, real property agreements, academic and cooperative agreements, interagency and intergovernmental agreements, licenses, grants, construction contracts, personal services contracts, and intellectual property conveyances. "Contract" does not include a purchase order or procurement card transaction, unless otherwise specified.

The Office of the General Counsel (OGC), or an attorney designated by the OGC for the Institution, shall review and approve all contracts that are required by statute or by the Colorado Attorney General's Office to have a legal review. Such contracts are not valid and shall not be implemented until signed by a duly authorized attorney.

Approved by:



2/10/2026

Dr. Gail Mackin Date
Interim President

ADDENDUM TO CONTRACT SIGNATURE DELEGATION

Sub-Delegations for Vice President of Research and CSU System Chief Research Officer

Sub delegations are to positions within Colorado State University in Ft. Collins in collaboration with the alignment of CSU Pueblo Office of Research and Sponsored Programs and CSU Ft. Collins Office of Research:

1. Assistant Vice President for Research Administration, except export control
2. Director, Pre-award, except export control
3. Director, Post-award, except export control
4. Associate Vice President Research Integrity and Compliance, only export control
5. Director Secure and Global Research, only export control
6. Director, Grants & Contracts, except export control

Revision Approved By:
Rhonda Epper
President, CSU Pueblo

Date:
11/19/2026