

**COMMON CONTRACTS AND AGREEMENTS
AUTHORIZED CONTRACTING OFFICIALS**

<u>CONTRACT AND AGREEMENT TYPE</u>	<u>AUTHORIZED CONTRACTING OFFICIAL⁽¹⁾</u>
Advertising:	
Displays and Signage	DUC
Printed Materials	DUC ⁽²⁾
Radio and TV	DUC
Educational Programs:	
Clinical Affiliation for Professional Programs	DUC
Conferences and Short Courses	DUC
Internships	DUC
Student Teaching	DUC
Tuition and Fees	DUC
Work Study	DUC
Entertainment, Food, Lodging, and Transportation:	
Charter Airfare and Charter Bus	DUC ⁽²⁾
Appearance Agreements (PMO/Bands)	DUC
Entertainment and Performers	DUC ⁽²⁾
Catering Services Provided by Others	DUC ⁽²⁾
Catering Services Provided by the University	DUC
Concessions: Food, Drink, and Merchandise	DUC ⁽²⁾
Group Lodging	DUC ⁽²⁾
Movie Rentals	DUC ⁽²⁾
Equipment:	
Leases, Purchases and Rentals	DPS ⁽³⁾
Maintenance Agreements	DPS ⁽³⁾
Sales and Disposal	DUC
Transfers and Loans: Acquired with Federal Funds	DUC
Transfers and Loans: Acquired with Other Funds	DUC

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Financial Services:

Banking, Brokerage, Credit, and Other Financial Services	DI
Endowment	VPBSAT
Escrow	VPBSAT

Licenses:

Airport Commercial Concession	DUC
Art Displays	DUC
Author Agreements (PU Press)	DUC
Broadcasting/Telecasting Rights	DUC
Intellectual Property (copyright and patents)	DUC
Logos and Trademarks	DUC
Materials Use	DUC
Merchandising Rights	DUC
Software: Non-University Owned (University is licensee)	DUC ⁽²⁾
Software: University Owned (University is licensor)	DUC

Professional Services:

Accounting and Audit	VPBSAT ⁽⁴⁾
Architectural and Engineering Services	VPBSAT ⁽⁴⁾
Consulting and Advising	DUC
Temporary Employment Services	DUC
Game Officials	DUC
Legal	VPBSAT ⁽⁴⁾
Software/Computer Systems Design	DUC
Travel Agency Services for University Sponsored Group Activities	DUC

Public Works (Construction and Improvements to Real Property)	VPBSAT ⁽⁴⁾
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Real Estate:

Leases and Rentals of Land and Facilities: One year or less and less than \$50,000/year	VPBSAT
Leases and Rentals of Land and Facilities: Greater than one year and/or \$50,000 or more/year	VPBSAT ⁽⁴⁾

<u>CONTRACT AND AGREEMENT TYPE</u>	<u>AUTHORIZED CONTRACTING OFFICIAL⁽¹⁾</u>
Residence Halls Room and Board	VPHFS
Sponsored programs:	
AES - CES Standard Agreements	DUC
Sponsored Program Agreements and Subcontracts	DUC
Supplies, Materials, and Services:	
Purchases	DPS ⁽³⁾
Sales and Disposal	DUC
Service Contracts	DPS ⁽³⁾
Telephone Service	DUC ⁽²⁾
Utilities	DUC ⁽²⁾

⁽¹⁾ Authorized Contracting Officials	
Vice President for Business Services and Assistant Treasurer	VPBSAT
Vice President for Housing and Food Services	VPHFS
Director, University Contracting Group	DUC
Director, Investments	DI
Director, Purchasing Services	DPS

⁽²⁾ If solely by Purchase Order, the authorized CO is the Director, Purchasing Services.

⁽³⁾ If the transaction involves a contract, license, lease or written agreement, the Authorized CO is the Director, University Contracting.

⁽⁴⁾ In the absence of the Executive Vice President and Treasurer and subject to prior approval of the Board of Trustees.