The following updates and confirms the contracting (signature) authority for the staff of the Purchasing and Contracting Services department. All delegated authority described below is also subject to any limitations imposed by the University’s Policy on Retention and Delegation of Authority adopted by the Board of Trustees (last issued on March 4, 2015).

<table>
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<th>POSITION</th>
<th>DESCRIPTION OF AUTHORITY</th>
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| Chief Procurement Officer, PCS        | • Contracting (signature) authority for all agreements and instruments  
• Resolve protests related to a procurement  
• Determine eligibility for all exemptions to procurement policies and procedures, excluding emergency contracts and special procurements  
• May further delegate signature authority for contracts and agreements that are $25,000 or less |
| Associate Director, PCS               | • Contracting (signature) authority for all agreements and instruments  
• Determine eligibility for all exemptions to procurement policies and procedures, excluding emergency contracts and special procurements  
• Resolve protests related to a procurement |
<p>| Supervising Contracts Officer, PCS    | • Contracting (signature) authority for all agreements and instruments $2,000,000 or less, excluding construction service agreements |
| Contracts Officer, PCS                | • Contracting (signature) authority for all agreements and instruments $750,000 or less, excluding construction service agreements |
| Contracts Manager, PCS                | • Contracting (signature) authority for all agreements and instruments $1,000,000 or less, excluding construction service agreements |</p>
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| Purchase Card Manager, PCS        | • All Duck Depot transactions of any amount.  
• Contracting (signature) authority for all agreements and instruments $250,000 or less, excluding construction service agreements                                |
| Contracts Technician 2, PCS       | • Contracting (signature) authority for all approved form agreements and instruments $500,000 or less, excluding construction service agreements  
• Contracting (signature) authority for all agreements and instruments $250,000 or less  
• All contract authority is contingent upon successful completion of the training period described below as documented by a signed statement of completion provided by the employee’s supervisor. |
| Contracts Technician 1, PCS       | • All purchase orders $250,000 or less  
• Contracting (signature) authority for all approved form agreements and instruments $100,000 or less, excluding construction service agreements  
• Contracting (signature) authority for all agreements and instruments $25,000 or less, including purchase orders  
• No contract, agreement, or order may extend beyond two years  
• All contract authority is contingent upon successful completion of the training period described below as documented by a signed statement of completion provided by the employee’s supervisor. |

**Training Period** - From the date of this Delegation, PCS’s Chief Procurement Officer, Associate Director, or a manager (referred to hereafter as a “supervisor”) will review, revise, and approve the first five to ten contracts and purchase orders of each new employee hired as a Contract Technician 2, Contract Technician 1, or Purchasing Technician 1. The supervisor will provide feedback and training throughout this training period and after in order to establish a relationship of training, reporting, accountability, and communication. The range of required training recognizes that the new employee’s supervisor will be required to evaluate the new employee’s skill level, experience, and whether the scope of contracts that the supervisor has reviewed during the training period with respect to the new employee is representative of the full scope of the new employee’s assigned duties. If a new employee’s supervisor determines
that the employee needs further training, up to or even beyond reviewing ten contracts and purchase orders, the supervisor will adjust the training period accordingly. Periodic review of contracting will occur by the supervisor throughout the tenure of employment to continue training, developing expertise, consistency, and sufficient overview.

All new employees hired as a Contract Technician 2, Contract Technician 1, or Purchasing Technician 1 are not authorized to exercise their contracting authority pursuant to this Delegation until this review period is complete. This training period shall similarly apply to all staff currently employed as a Contract Technician 2, Contract Technician 1, or Purchasing Technician 1 at the time this Delegation is issued. Completion of this training will be documented in writing by the employee’s supervisor.

Additional sources and guidance for delegation of authority can also be found in the following sources:

- UO Policy on Retention and Delegation of Authority Adopted by the Board of Trustees (last issued on March 4, 2015)
- Delegation of Signature Authority Issued by the Vice President for Finance and Administration (last issued on August 30, 2012)
- UO Policy Library
- UO PCS Procedures