

Delegation of Colorado State University Contract Signature and Legal Review Authority

Section I – Authority

On June 9, 2010, SB10-003 was signed into law, which allowed, among other things, institutions of higher education to opt out of the State fiscal rules and operate under institutional rules and procedures.

The Board of Governors of the Colorado State University System (System) by resolution of August 11, 2010 elected to exempt the System and its respective institutions from the State fiscal rules and further adopted the State of Colorado Fiscal Rules as their own to be modified and changed to conform to the respective institutions' needs.

The resolution further authorized the Chancellor and Presidents to delegate the powers granted in the resolution to others within their respective organizations deemed to have appropriate and adequate training and experience in fiscal rules and procedures.

The System has promulgated and approved a set of System Fiscal Rules and this Delegation is made in conformance with the System Fiscal Rules and the above referenced resolution.

Section II – Scope of Delegation

- A. This delegation is personal to the Controller or other delegates named herein.
- B. A sub-delegate may not further sub-delegate the contract approval authority granted herein.
- C. All delegations herein are for Controller signature authority only. No authority to bind the Board of Governors or the institution to a contract is granted or implied. All contracts require BOTH an authorized signature by or on behalf of the Board pursuant to the CSU Contract Signature Delegation Memorandum, AND Controller signature pursuant to this delegation.
- D. The delegation is subject to any exceptions or limitations set forth below.
 - 1. Delegation of signature authority for fiscal rule review for institution contracts:
 - A. David Ryan, University Controller, is the primary delegate for fiscal rule review and approval for all types of contracts, with authority to approve, modify, and revoke all further sub-delegations.
 - i. As Primary delegate, David Ryan may authorize an advance payment of any amount on a University contract if it is considered to be in the best interests of the University. This authority to approve advance payments for contracts is delegated to Lacey Snyder if David Ryan is not available. Suzanne Zimmerer is authorized to approve advance payments for contracts if David Ryan and Lacey Snyder are not available.

- B. Lacey Snyder is authorized to sign as a secondary delegate for contracts that are determined to be low risk for all types of contracts or for all types of contracts if David Ryan is not available. Suzanne Zimmerer is authorized to sign as a secondary delegate for all types of contracts if David Ryan and Lacey Snyder are not available.
- C. Farrah Bustamante, Greg Smith, Joe Hostetler, Jeb Stuart, Lindsay Johnson-Athey, Alta Herndon, Jim Frantz, Janine Waldrep, Lydia Lerma, Melinda Easley, and Tennille Richards are authorized to sign as sub-delegates only for the following types of contracts that do not exceed \$100,000: *Personal Services, Goods and Materials, Information Technology Equipment, Inter-Agency, and Leases*. In addition, these individuals are authorized to approve an advance payment made pursuant to a University purchase order if it is considered to be in the best interest of the University up to \$10,000.
- D. Margaret Brown-Sica and Amy Hoseth are authorized to sign as sub-delegates only for the following types of contracts that do not exceed \$50,000: *Goods and Materials that are library specific such as electronic journals, books, periodicals, subscriptions, etc.*
- E. Mari Strombom, Nancy Greenberg, Laura Giles, Lauren Gleason, and Nick Sweeton are authorized to sign as sub-delegates only for the following types of contracts that do not exceed \$50,000: *Personal Services for hotel and conference center contracts*.
- F. Michael E. Ellis, Pamela Norris, and Amber Ramoz is authorized to sign as a sub-delegate only for the following types of contracts that do not exceed \$10,000: *Personal services contracts for concerts, lectures, and performances*.
- G. Matt Klein and Steve Cottingham are authorized to sign as a sub-delegate only for the following types of contracts that do not exceed \$25,000: *Lodging and catering*.
- H. Gwen Garrison is authorized to sign as a sub-delegate only for the following types of contracts that do not exceed \$10,000: *Event contracts (i.e., lodging, catering, event space)*.
- I. Jon Walter, Sophia Kula, and Cheyne Morgan are authorized to sign as a sub-delegate only for the following types of contracts that do not exceed \$10,000: *Event contracts (i.e., lodging, catering, event space)*.
- J. Dezarai Brubaker and Britt Main are authorized to sign as a sub-delegate only for the following types of contracts that do not exceed \$10,000: *Event contracts (i.e., lodging, catering, event space)*.
- K. Mark Ritschard is authorized to sign as a sub-delegate only for the following types of contracts that do not exceed \$10,000: *Event contracts (i.e., lodging, catering, event space)*.

2. Exceptions and limitations

- A. The types of contracts and situations listed below must be submitted to the University Controller's office for review and approval:
 - i. Debt collection services
 - ii. Acquisition of new or replacement financial systems

- iii. Voluntary separation agreements
- iv. Settlement agreements
- v. Unauthorized expenditures (late contracts)—see policy/guidelines on CSU Procurement Services website
- B. System Fiscal Rule Waivers
 - i. The Chancellor with the concurrence of the Chief Financial Officer and an authorized delegate from the Office of General counsel may waive a System Fiscal Rule, if it is in the best interests of the institution and the State.
- C. Other required signatures and approvals
 - i. Delegates are reminded that some state statutes require approvals by other state agencies for certain types of contracts. Having Controller delegation to sign these contracts does not affect the requirement to obtain these specific approvals. (For example, all construction contracts, regardless of amount, require the approval of the State Buildings Program delegate for CSU).
- D. Period of delegation
 - i. This delegation is valid for three years from the effective date of this delegation. Any change in position shall terminate the delegation. Delegations are not transferrable.
- E. Contract Legal Review
 - i. All contracts with a total value over \$100,000 (including all optional renewal terms), and all contracts that are not standard form contracts approved by CSU Contracting Services, and all contracts that are determined to be high risk shall have legal review and approval. The attorneys delegated to perform the required legal review for the institution of higher education, prior to signature and approval of state contract fiscal review, are: Jason L. Johnson, Jannine Mohr, Linda Schutjer, Brian Anderson, Joshua Zugish, James Koebel, and Mario Arango.

Section III – Delegated Review Responsibility

The University Controller is responsible for ensuring compliance with all applicable statutes, rules, policies and procedures. Sub-delegates assume these responsibilities and shall contact the University Controller whenever a question or concern arises as to the propriety of any expenditure or contract and as to all unauthorized expenditures that have occurred.

These statutes, rules and policies require that prior to executing the contract the Controller and/or the designated sub-delegate shall ensure that:

- **Expenditure**
 - Is reasonable and necessary;
 - Is authorized by the appropriation to which it will be charged;
 - Does not exceed the unencumbered balance of the appropriation;

- Complies with all constitutional, statutes, System Fiscal Rules and CSU policies;
- Is encumbered, unless an encumbrance waiver has been granted; and
- **Prices or rates** are fair and reasonable as evidenced by either an established catalog price, a vendor quote or bid that has been approved by a CSU Purchasing Agent, or by the knowledge and experience of the ordering department for items within its designated small-dollar purchase limitation. Any question or concern about pricing shall be referred to the CSU Procurement Services Department for review and approval.
- **Form and Content** of the contract are sufficient and appropriate for the parties and subject matter under applicable state and federal laws, CSUS Fiscal Rules, and CSU Fiscal Policies and Procedures. All contracts shall be approved in advance by CSU Contracting Services unless the contract is made using a pre-approved CSU standard contract form (without modification).

Interagency Agreements

An “Interagency Agreement” may only be signed by a delegate at the state agency or institution which is disbursing the funds, therefore this delegation only addresses interagency agreements in which Colorado State University is disbursing funds. The appropriate delegate listed above has the authority to sign for the University Controller when using a pre-approved CSU standard interagency agreement form. All other interagency agreements shall be referred to CSU Contracting Services for review and approval.

Approval and Signature

After review, the expenditure contract shall be approved or disapproved. If approved, the delegate shall evidence such approval by signing the contract.

Other Requirements

The sub-delegate agrees to the following items:

Contracts Completeness Checklist – the sub-delegate shall use a contracts completeness checklist in reviewing all contracts. Checklists may be obtained from CSU Contracting Services.

Contracts Database – the responsible delegate shall maintain a log of all contracts, including all modifications (task order, amendment, funding letter, option, change order). Information and training on the use of the Database shall be obtained from CSU Contracting Services.

System Fiscal Rules and Policies – the institution shall abide by the CSU System Fiscal Rules and University Financial Policies and Procedures.

No Dual Signature – The delegation does not allow the primary delegate or any sub-delegate, to sign a contract for both the University (as a sub-delegate of the President, on behalf of the Board), and for the Controller.

Training – all delegates agree to attend training on contract delegation as scheduled by the Controller.

Section IV – Signatures

This delegation is hereby done and made effective by:

Amy Parsons
Amy Parsons (Jun 28, 2023 07:46 MDT)

Amy Parsons, President

Jun 28, 2023

Date

On the indicated date, the following agree to all terms of this agreement:

Primary Delegate:

David Ryan
David Ryan (Jun 27, 2023 13:43 MDT)

David Ryan

Jun 27, 2023

Date

Other Authorized Delegates:

Lacey Snyder
Lacey Snyder (Jun 8, 2023 13:45 MDT)

Lacey Snyder

Jun 8, 2023

Date

Suzanne Zimmerer
Suzanne Zimmerer (Jun 8, 2023 12:44 MDT)

Suzanne Zimmerer

Jun 8, 2023

Date

F. Bustamante

Farrah Bustamante

Jun 8, 2023

Date

Greg Smith

Greg Smith

Jun 8, 2023

Date

Joseph Hostetler

Joe Hostetler

Jun 9, 2023

Date

Jeb Stuart

Jeb Stuart

Jun 8, 2023

Date

Lindsay Johnson-Athey
Lindsay Johnson-Athey (Jun 12, 2023 08:13 MDT)

Lindsay Johnson-Athey

Jun 12, 2023

Date

Alta Herndon

Alta Herndon

Jun 8, 2023

Date

Jim Frantz
Jim Frantz (Jun 8, 2023 12:33 MDT)

Jim Frantz

Jun 8, 2023

Date

Janine Waldrep
Janine Waldrep (Jun 8, 2023 15:46 MDT)

Janine Waldrep

Jun 8, 2023

Date

Lydia Lerma

[Lydia Lerma \(Jun 9, 2023 08:31 MDT\)](#)

Lydia Lerma

Melinda Easley

Melinda Easley

Tennille Richards

[Tennille Richards \(Jun 8, 2023 12:38 MDT\)](#)

Tennille Richards

Margaret Brown-Sica

[Margaret Brown-Sica \(Jun 12, 2023 12:58 MDT\)](#)

Margaret Brown-Sica

Amy Hoseth

Amy Hoseth

Mari Strombom

Mari Strombom

Nancy Greenberg

Nancy Greenberg

Laura Giles

Laura Giles

Lauren Gleason

Lauren Gleason

Nicholas Sweeton

[Nicholas Sweeton \(Jun 15, 2023 15:33 MDT\)](#)

Nick Sweeton

Michael Ellis

[Michael Ellis \(Jun 9, 2023 12:23 MDT\)](#)

Mike E. Ellis

Pamela Norris

[Pamela Norris \(Jun 13, 2023 21:45 MDT\)](#)

Pamela Norris

Amber Ramos

Amber Ramos

Matthew Klein

[Matthew Klein \(Jun 9, 2023 12:43 MDT\)](#)

Matt Klein

Steven Cottingham

[Steven Cottingham \(Jun 9, 2023 15:31 MDT\)](#)

Steve Cottingham

Gwen Garrison

[Gwen Garrison \(Jun 12, 2023 09:33 MDT\)](#)

Gwen Garrison

Jun 9, 2023

Date

Jun 9, 2023

Date

Jun 8, 2023

Date

Jun 12, 2023

Date

Jun 12, 2023

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Jun 12, 2023

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Jun 12, 2023

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Jun 12, 2023

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Jun 9, 2023

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Jun 15, 2023

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Jun 9, 2023

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Jun 13, 2023

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Jun 13, 2023

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Jun 9, 2023

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Jun 9, 2023

Date

Jun 12, 2023

Date


Jonathan Walter (Jun 12, 2023 08:24 MDT)

Jon Walter

Jun 12, 2023

Date



Cheyne Morgan

Jun 9, 2023

Date


Sophia Kula (Jun 9, 2023 12:32 MDT)

Sophia Kula

Jun 9, 2023

Date


Dezarai Brubaker (Jun 9, 2023 16:14 MDT)

Dezarai Brubaker

Jun 9, 2023

Date


Britt Main (Jun 9, 2023 14:17 MDT)

Britt Main

Jun 9, 2023

Date


Mark Ritschard (Jun 13, 2023 10:48 MDT)

Mark Ritschard

Jun 13, 2023

Date

Legal Review:


Jason L. Johnson (Jun 27, 2023 13:15 CDT)

Jason L. Johnson

Jun 27, 2023

Date


Jannine R. Mohr (Jun 16, 2023 01:03 MDT)

Jannine Mohr

Jun 16, 2023

Date



Linda Schutjer

Jun 15, 2023

Date


Brian Anderson (Jun 15, 2023 15:57 MDT)

Brian Anderson

Jun 15, 2023

Date


Joshua Zugish (Jun 16, 2023 12:44 MDT)

Joshua Zugish

Jun 16, 2023

Date


James Koebel (Jun 15, 2023 15:18 MDT)

James Koebel

Jun 15, 2023

Date


Mario Arango (Jun 15, 2023 15:34 MDT)

Mario Arango

Jun 15, 2023

Date