

No	Type	Transaction Description	Dept Contact	Primary Delegate	Subdelegate	Redelegate	Approvals	Notes
1	A	Sale/lease CSU land	FM	BOG			VPAS , OGC	
2	A	Sale/lease CSU water, mineral rights	FM	BOG	VPAS for land leases \leq 5 years/\$5,000/year ; excess water rights \leq 1 year/\$5,000		VPAS , OGC	
3	A	Easements on CSU land	FM	BOG	VPAS for utilities \leq \$25k		VPAS , Dir. FM , OGC	BOG Pres. if $>$ \$25k
4	A	Lease CSU bldg space	FM	VPAS			Dean or Dept. Head, CM	
5	A	Use of CSU space, eqpt	FM	VPAS	Dir. FM		VPRIT for research space, eqpt; Dean, dept. head or area coordinator as appropriate ; CM	
6	A	Use of Pingree Park	Pingree Pk	VPSA	Dir. Pingree Pk.			
7	A	Conferences, Events sales/svc agts	Conf. Svcs.	VPSA	Dir. Conf. Svcs.		Area coordinator as appropriate.	
8	A	Student Room & Board	H&FS	VPSA	Dir. H&FS		BOG sets rates	
9	B	College/dept sponsorship of convention booths	AVPE	Sr.VP/Prov	AVPE			E.g. conventions, seminars, booths at trade shows
10	A	Revenue Contracts	OGC	Sr.VP/Prov	AVPE if $>$ 25k; Dean,Dir,DH,VP if $<$ 25k		Dean/dept head; appropriate VP if $>$ \$25,000; EBC if $>$ \$50k	
11	A	Sale of services, products, surplus materials/eqpt; misc.	PCHS	VPAS	Dir. PCHS if $<$ \$50k		Dean/dept head for service	Except as otherwise delegated.

		revenue agts.					agreements & as appropriate. VPUA for licensing of CSU name, logo.	
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12	A	Sale of CSU livestock	PCHS	VPAS	Dir. PCHS	Dir. Ag. Sci. Dean CVMB		
13	A	Forest practice services by CSFS	CSFS	VPAA	Vice Provost for Ag. & Outreach			Incl. sales & coop agts. See CSFS policy manual.
14	B	Real Property-- Purchase or Lease-purchase	FM	BOG			BOG , VPAS , Dir. FM , CCHE , State Bldgs.	
15	B	Purchase water rights	FM	BOG			BOG , VPAS , Dir. FM	
16	B	Lease water rights	FM	VPAS	Dir. PCHS		Dir. FM	
17	B	Lease land, bldg. Space	FM	VPAS	Dir. FM if		State Bldgs, CCHE , Dean/Dept Head	
18	B	Utilities Services	FM	VPAS	Dir. PCHS		Dir. FM	
19	B	Telecomm/Data Processing Eqpt.	PCHS	VPAS	Dir. PCHS		Dir. ACNS	
20	B	Purchase/lease materials, eqpt., supp., misc. prop. and services except as otherwise delegated	PCHS	VPAS	Dir. PCHS			Contact OGC for subdelegation information.
21	B	Financial Systems	AVPF	Sr.VP/Prov	AVPF		Dir. Info. Sys., Dir. BF&S , State Controller	See State Fiscal Rule 1-2, 1-6
22	B	Software Licenses	PCHS	VPAS	Dir. PCHS		Dir. Info Sys. If >\$20k	
23	B	Bookstore Inventory	LSC Bookstore	VPSA	Dir. PCHS	Dir. Bookstore		See PCHS Man. Sec. 32
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24	B	Food Service Stock	H&FS	VPSA	Dir. PCHS	Dir. H&FS		See PCHS Man. Sec.31
25	B	Library Collection Materials	Library	VPAS	Dir. PCHS	Dir. Libraries		See PCHS Man. Sec. 33

26	B	Conference Services reqts.	Conf. Services	VPASA	Dir. PCHS	Dir. Conf. Svcs.		See PCHS Man. Sec. 34
27	B	Livestock & feed	PCHS	VPAA	Dir. PCHS	Dean/Dept. Head, Ag. Sci. , CVMBS , Rrsch. Ctrs. as appropriate		See PCHS Man. Secs. 37-38
28	B	Purchase Risk Insurance	VPAS	VPAS				
29	B	Purchase Student Health Insurance	UHS	VPAS	Dir. UHS		Dir. Athletics for student athlete health ins.	
30	B	Purchase Admin Pro and Faculty Benefits	HRS	VPAS	Dir. HRS		BOG as to provision of benefits; Controller	
31	B	Independent Contractor Personal Services	PCHS	VPAS	Dir. PCHS	Dir. Athletics for those related to athletic events; Dir. UHS for medical services.	Dir. HRS if >6 mos or to renew prior agt; Asst VPRIT if 5-3 fund; CM and Controller if >\$25k	State Dir. Of Personnel approval may be req'd per determination by Dir. HRS . Dir. Athletics' redelegation does not include usual PCHS activities. Includes authority to appoint attorney-in-fact for customs import/export services.
32	B	Independent Contractor Services for Cultural, Entertainment programs/events	CAC /dept	VPAS	Dir. LSC < \$25K	Dir. CAC < \$5K	USEAG for Moby or Hughes events. FM Special Events for scheduling / coordination if outside LSC. VPAS CM for those >\$25K	
33	B	Procure independent contractor legal/paralegal svcs.	OGC	General Counsel			Colo. Atty. Gen. For legal svcs.	
34	B	Perf. Authority for copyrighted music	VPASA	VPASA			CM if >\$25k or personal	

							services included, unless using Purchase Order only (no contract).	
35	B	Film usage rights for LSC	CAC	VPASA	Dir. CAC		CM if >\$25k or personal services included, unless using Purchase Order only (no contract).	
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36	B	Media production, distribution svcs, usage rights	OIS	VPAS	Dir. PCHS	Dir. OIS	CM if >\$25k or personal services included, unless using Purchase Order only (no contract).	
37	B	Loan of eqpt./misc prop to CSU	PCHS	VPAS	Dir. PCHS		Dean/dept head as appropriate	For equipment, use CSU std. form (contact OGC)
38	B	Master Price Agreements	PCHS	VPAS	Dir. PCHS			
39	C	Construction/Architect-Engineering Svcs	FMS	VPAS	Dir. FMS if <\$35k		CCHE, State Bldgs., BOG as req'd; CM if >\$25k	
40	D	Grad Student Assistantships, Scholarships, Stipends, Fellowship Agts	Grad School	VPAA	Vice Provost for Graduate Affairs		Dean of Graduate School	
41	D	Site Agreements for Internships/Practicals	Department	VPAA	Dean of College		CM , Controller if funds are expended; CM if not std form	See OGC website for form
42	D	Student exchange agts w/ foreign and domestic institutions; WICHE agreements; cooperative agts w/foreign academic instns.	VPAA /Provost ; International Ed for int'l agts.	VPAA			Vice-provost/Dir. Int'l Pgms for int'l agts; OGC or CM if President is to sign.	

43	D	Sale of Continuing Educ. Svcs. & related agts	DEO	VPAA/Provost	Interim Vice Provost for Faculty Affairs		Dir DEO	
44	D	Svc agts for performance of educational outreach pgms w/external funding	Coop Ext. Svc	VPAA	Vice Provost for Ag & Outreach			Incl. Subcontracts
45	D	USDA agts per Hatch & McIntire-Stennis Acts, Animal Health & Disease Rsrch Pgms	Ag Exp Station	VPAA	Vice Provost for Ag & Outreach			
46	D	Accreditation agts	VPAA	VPAA			Dean or Dept. Head (where applicable).	
47	D	Donations & Gifts to University	VPUA	VPUA				Except Athletic sponsorships
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48	D	Athletic Sponsorship agreements	AVPE	Sr.VP/Prov	AVPE if > 25k; Athletic Director if < 25k	Assoc AD for Ext. Operations	CM, over \$15,000	
49	D	Community Service Site Agts	OSLVP	VPSA				
50	D	Licensing of CSU name, logo, trademarks	VPUA	VPUA				
51	D	Open, close or change signature authority on University bank accounts	AVPE	Sr.VP/Prov	AVPE			Authority not redelegable. BOG reserves authority to change signature authority on some existing accts. Contact VPAS office for more information.
52	E	Workstudy placement site agreements (off-campus)	SFS	VPSA				
53	E	Financial Aid agts w/ state & fed agencies, banks	SFS	VPSA			Controller for contracts with banking and financial institutions. BOG or CSU Pres. as req'd for authority to open/chang	Some agencies may require CSU President to sign agreement

							e bank accts	
54	E	Agreements for Expenditure of Student Fees	ASCSU	VPSA			ASCSU Senate; BOG as required.	[new] e.g. CoPIRG, Transfort, etc.
55	E	Veterans Training Grants	SFS	VPSA			Registrar	
56	E	Scholarships, Stipend Agts w/undergraduate students	Enrollment Svcs	VPSA			Dean or Dept. Head	For agreements w/donors see #49.
57	E	Research Agreements (including Materials Transfer Agreements)	OSP	VPRIT	Assistant VPRIT , Associate VPRIT , Director SP		Regulatory Compliance Officer for MTAs.	Incl. performance of research, subcontracts, materials tfr., confidentiality .
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