

## Signature Authority Table

By policy, the Board of Regents delegates operational authority for the university system to the NMSU System Chancellor. Through this Signature Authority Table, the Chancellor further delegates his authority to approve certain transactions and to sign on behalf of NMSU. The Table lists the more common types of transactions and the delegation of authority, focusing primarily on transactions with entities outside the NMSU System. For authority to review and approve routine operational transactions internal to the university, See the Business Procedures Manual.

If this Table does not adequately clarify which member of executive management has authority to sign and bind NMSU, the University's General Counsel will determine which official holds such authority. If an official listed in this Table has concerns about whether or not NMSU should enter into a particular contract or other transaction, it is also advisable to seek advice from the University's General Counsel.

In addition to the signatories authorized in the Table, the Chancellor may further authorize an additional designee to review, approve and/or sign for an official listed in the Table, during the official's absence, by providing the designee with a statement of authority in a written signed memorandum. Only those NMSU officials identified in the Table and those holding written authorization from the Chancellor are authorized to sign documents on behalf of NMSU, and then, only of the types indicated in the Table or memorandum.

### KEY TO ABBREVIATIONS

<p><b>ABAO</b>= Athletic Business Affairs Officer  <b>AC</b> = Associate Controller  <b>AD</b>= Athletic Director  <b>Assoc. Dean</b>= Associate Dean  <b>Asst. VP IA</b> = Asst. VP Institutional Analysis  <b>AVP AF</b>= Assoc. VP Administration and Finance  <b>AVP AUX</b>= Asst. VP of Auxiliary Services  <b>AVP B/C</b>= Assoc. VP Budget and Finance/Controller  <b>AVP/Dep Prov</b> = Assoc Vice President and Deputy Provost  <b>AVP Fac</b> = Assoc. VP, Facilities  <b>AVP IBP</b>= Assoc. Vice Prov Int'l &amp; Border Programs  <b>AVP HRS</b> = Asst. VP, Human Resource Services  <b>AVP UCOMM</b> = Assoc. VP Univ Communications &amp; Marketing    <b>BOR</b>= Board of Regents  <b>Budg Dir.</b> = Budget Director</p>	<p><b>Chancellor</b> = NMSU System Chancellor  <b>CIO</b>= Chief Information Officer  <b>CCOS</b>= Chancellor's Chief of Staff  <b>CC Pres</b>= Community College President    <b>D</b> = Deans of colleges, graduate school and library  <b>D/VP</b>= Dean/Vice President or equivalent rank  <b>DH</b> = Academic Department Head  <b>Dir. CPO</b> =Director Purchasing &amp; Materials Management  <b>Dir. HCL</b>= Director of Housing and Campus Life  <b>Dir. HRO</b> = Director of HR Operations  <b>Dir. HRS BNSV</b> = Director of HRS Benefit Services  <b>Dir. OGC</b>= Director of Office of Grants and Contracts  <b>Dir. ORE</b> = Director of the Office of Real Estate  <b>Dir. SE</b> = Director of Special Events  <b>Dir. T/PS</b> =Director of Transportation &amp; Parking Services    <b>EPC</b> = Emergency Planning Committee  <b>EVP/Prov</b> = Exec VP and Provost</p>	<p><b>Fire Chief</b> = Chief of NMSU Fire Department  <b>FS</b> = Faculty Senate    <b>Mgr. AP</b> = Manager of Accounts Payable  <b>Mgr. BIT</b> = Manager, Banking, Investment &amp; Tax    <b>Police Chief</b>= Chief of NMSU Police Department    <b>SVP AF</b>= Sr. Vice President Administration &amp; Finance    <b>UAC</b> = University Administrative Council  <b>UGC</b> =University General Counsel  <b>U Archt</b> = University Architect    <b>VP R</b>= Vice President Research  <b>VP SAEM</b> = VP Stud Affairs/Enrollment Management  <b>VP UA</b>= Vice President of University Advancement</p>
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Ref #	Type of Transaction	NMSU Board of Regents	NMSU System Chancellor	Designee of the NMSU System Chancellor	Required Prior Review(s)
<b>ACADEMIC MATTERS</b>					
1.	<b>Award of Honorary Degrees</b>	X			See Policy 6.75
2.	<b>Award of Regents' Professorships</b>	X			EVP/Prov, Chancellor
3.	<b>Award of Diplomas for Degrees</b>	X			Registrar
4.	<b>Community College Operating Agreements</b>	X			CC Pres, UGC, Chancellor
5.	<b>Academic Affiliation Agreements, Cooperative Agreements (e.g. MOU or MOA)</b>			EVP/Prov or CC Pres	Dean/VP, UGC
6.	<b>International Agreements relating to academic matters</b>			EVP/Prov	UGC, AVP IBP
<b>ADMINISTRATIVE, LEGAL AND PLANNING MATTERS</b>					
7.	<b>New or Revised NMSU Policy</b>	X			See Policy 1.10
8.	<b>AHEOP (All Hazards Emergency Operations Plan)</b> for each campus; all documents requiring NMSU approval relating to emergency preparedness, consequence and recovery		X		EPC See Policy 2.25
9.	<b>Strategic/Master Plans</b>	X			See Policy 9.05
10.	<b>Major reorganizations</b> (non-academic)			EVP/Prov	See Policy 1.15
11.	<b>Creating, Reorganizing, Relocating, Eliminating Academic Units, including new degree programs</b>	X			See Policy 6.05
12.	<b>Capital Projects</b> that involves purchase of real property; addition of square footage; proposal to issue bonds; a total project cost > \$300,000 (institution FTE enrollment > 1,500); a total project cost > \$50,000 (institution FTE enrollment < 1,500); or demolition of an existing building.	X			See Policy 9.10
13.	<b>Amendments to Capital Projects</b> involving a substantial change in size of project of 10% or over 1,000 NASF, whichever is larger; 10% change in the type of purpose; change in total project cost of 10% or	X			See Policy 9.10

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	\$100,000, whichever is larger.				
14.	<b>Change of an Administrative Department Name</b>		X		EVP/Provost, AVPHRS
15.	<b>Appointment of NMSU representatives to public boards as requested or required by law</b>	X			
16.	<b>NMSU Resolutions</b>	X			UGC, Chancellor, affected parties as appropriate
17.	<b>Approval of Naming Requests</b>	X			See Policy 2.50
18.	<b>Trademark and NMSU Logo usage and protection</b>			AVP UCOMM	
19.	<b>University Seal usage</b>			Chancellor's Chief of Staff	
20.	<b>KRWG TV Operating and Licensing Agreements</b> not involving payment of funds			AVP UCOMM	
21.	<b>Acceptance of Service of Process and Pleadings</b> (on behalf of Board of Regents or other NMSU officials named in official capacity)			UGC	See Policy 2.40
22.	<b>Settlement Agreements and Other Documents Resolving Legal Claims</b>		X		UGC
<b>CONTRACTUAL MATTERS</b>					
(See Also Academic Matters)					
23.	<b>Procurement Contracts under \$20,000</b> , including issuance of Purchase Orders			Dir. CPO	Dean/VP/CC Pres or equivalent
24.	<b>Procurement Contracts &gt; \$20,000</b> (includes issuance of purchase orders) <b>and Construction Awards, including right to terminate construction project contract</b> * if construction award			SVP AF	Dean/VP/CC Pres or equivalent, Dir.CPO, AVP Fac * See Policy 9.10
25.	<b>Proposals for grant or externally funded projects</b> (sponsored projects) *only if involves voluntary cost share or matching funds from central funding			VPR	Dean/VP, SVP AF *, EVP/Prov *
26.	<b>Post-Award grants and other externally funded contracts</b> (sponsored projects) *only if involves voluntary cost share or matching funds from central			VPR's designee	SVP AF*, EVP/Prov *

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	funding				
27.	<b>Inter-Governmental Joint Powers Agreements</b>	X			Dean/VP, UGC, EVP/Prov, Chancellor
28.	<b>Cooperative Agreements, MOU's and MOA's</b> with other university or governmental entities THAT ARE NOT police/fire mutual aid agreements, nor support academic programs (for those, see below)			SVP AF	Dean/VP, UGC
29.	<b>Inter-Agency Police and Fire Mutual Aid Agreements</b>		X		NMSU Chf PD or NMSU Chf FD, UGC, EPC
30.	<b>Entertainment Contracts</b> managed by Office of Special Events			AVP AUX	Dir Spec Events, Dir.CPO
31.	<b>Athletic Game Contracts</b>			AD	ABAO; UGC; Budg Dir.
32.	<b>Chemical purchase and use agreements</b> required by Bureau of Alcohol, Tobacco and Firearms			D/VP	DH, Dir.EHS
33.	<b>Real Estate</b> transactions other than those delegated to the Chancellor	X			ORE, UGC; SVP AF See Policy 9.20
34.	<b>Real Estate</b> transactions/easements -with term less than 10 years; OR -total cost under \$100,000 per year.		X or designee		ORE, UGC, Dir. CPO, SVP AF See Policy 9.20
35.	<b>NMSU Facility Use Rental Agreements</b>			D/VP, if univ template used AVP AF if other form of Agr	UGC, AC
<b>FINANCIAL, BUDGETARY AND INVENTORY MATTERS</b>					
36.	<b>Bank Checks</b>			SVP AF	
37.	<b>Electronic Wire or ACH Transfer of Bank Funds</b>			1 signature from: SVP AF, AVP B/C, AC or Mgr. BIT	
38.	<b>Electronic Wire or ACH Transfer of Bank Funds greater than \$1 Million</b> * requires 2 signatures			* 2 signatures from: SVP AF, AVP B/C, AC or Mgr. BIT	
39.	<b>Investments-Day to Day Management</b>			AC or Mgr BIT	AVP AF, Controller
40.	<b>Investments – Day to Day Management greater than \$1 Million</b> * requires 2 signatures			* 2 signatures from: SVP AF, AVP B/C, AC	

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				or Mgr. BIT	
41.	Direct Deposits of Payroll via ACH			Dir. HRO	
42.	Direct Deposits of Accounts Payable via ACH			Mgr. AP	
43.	Investment Decisions			SVP AF	AVP AF, Controller See Policy 2.37
44.	Tax Documents			SVP AF	
45.	Federal surplus property acquisition			AC	Dir.CPO
46.	Disposition of Capitalized Equipment	X			SVP AF
47.	Receipt of Federal Appropriations			EVP/Prov	
48.	NMSU Budget Requests and Adjustments Submitted to HED, including Operating Budget, Capital Outlay Plan and RPSP Requests	X			SVP AF
49.	Establishment of Housing and Meal Plan Rates	X			SVP AF
50.	Establishment of Parking Permit Fees	X			SVP AF See Policy 2.95
51.	Debt instruments	X			SVP AF, UGC, Chancellor
52.	Debt Instruments for Community Colleges			Cognizant CC Pres and external parties	
53.	Establishment of Tuition and Required Fee Rates	X			SVP AF, Chancellor, CC Pres
<b>Personnel Matters</b>					
54.	Employee Benefit(s) Documents			AVP HRS as designee of Chancellor	HRS Dir. BNSV,SVP AF, UGC,

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55.	<b>Recruitment/Selection and Employment Contract for NMSU System Chancellor/President of NMSU-LC</b>	X			SVP AF, UGC, AVP HRS
56.	<b>Recruitment/Selection and Employment Contract for NMDA Director (also NM Cabinet Secretary)</b>	X			SVP AF, UGC, AVP HRS
57.	<b>Recruitment/Selection and Employment Contract for Athletics Director and Coaches w/ annual base salary greater than \$100,000</b>		X		AD, ABAO, UGC, Budg Dir., AVP HRS
58.	<b>Recruitment/Selection and Employment Contract for Athletics Coaches w/ annual base salary less than \$100,000</b>			SVP AF	ABAO, AD, UGC, Budg Dir., AVP HRS,

This Table was reviewed and approved by Garrey E. Carruthers, Chancellor, on June 24, 2015.