

DARTMOUTH COLLEGE
SIGNATURE AND REQUISITION AUTHORITY POLICY
Effective November 3, 2018

This Policy is intended to insure that commitments of Dartmouth College resources are properly reviewed and approved by authorized employees. The Policy thus identifies which Dartmouth College employees are authorized to enter into transactions with external parties on behalf of Dartmouth and to submit requisitions for purchases through Dartmouth's internal procurement system.

A. General Provisions.

1. Authorized signers and requisitioners under this Policy are responsible for ensuring that:
 - Where required, internal review and approval (including approval by the Board of Trustees or a Board committee, if required) have been obtained;
 - The transaction and its terms are consistent with Dartmouth's program objectives and budgetary authorizations, legal requirements, procurement policies, and the terms of restricted funds (if applicable); and
 - There is no real or perceived conflict of interest on the part of any individual or organization involved in the transaction or, where a real or perceived conflict of interest does exist, the issue has been resolved prior to entering into the transaction, as required by Dartmouth's Conflict of Interest Policy.
<http://www.dartmouth.edu/~osp/resources/policies/dartmouth/cofinterest.html> Resolution of any real or perceived conflict should be documented in writing and kept on file by the responsible department. Questions about possible conflicts should be directed to the Office of the General Counsel.
2. To create an adequate audit trail, approvals shall be memorialized in a memorandum, e-mail or other document that is maintained with the file concerning the transaction. Such documents should be stored and retained (whether in paper or electronic form) in accordance with Dartmouth's record retention policies and procedures.
3. Except as provided in this Policy, no College faculty member, staff member or student has authority to enter into any contract or financial commitment on behalf of Dartmouth. Individuals who purport to enter into contracts or financial commitments on behalf of Dartmouth without authority may be personally liable for such contracts or commitments, whether oral or written. Individuals who enter into unauthorized contracts or commitments may also be subject to disciplinary action, up to and including termination.
4. Except as specified in this Policy, or in other College policies or Board of Trustees resolutions, the President holds signature and requisition authority with respect to all educational, financial and administrative matters pertaining to Dartmouth and may delegate such authority to other senior administrators for specified transactions. All delegations of signature and requisition authority by the President must be in writing.
5. Authority delegated to employees under this Policy may also be exercised by higher level employees to whom the designated employees report.
6. To prevent delays in obtaining approvals when senior leaders are not available for extended periods, the following administrators may designate other administrators to exercise their authority under this Policy during their temporary absence:

President's Office Chief of Staff
Provost
Executive Vice President
Chief Financial Officer (CFO)
Senior Vice President for Advancement
Vice President for Campus Services
Dean of the College
Dean of the Faculty
Dean of Medical School
Dean of the School of Graduate and Advance Studies
Dean of Tuck School
Dean of Thayer School

If all persons with signature or requisition authority are temporarily absent, authority for transactions requiring immediate action may be exercised by the Executive Vice President or Provost. Temporary delegations should be emailed to

- Controller's Office Oracle.Processing@dartmouth.edu,
 - the appropriate finance center,
 - Procurement.Services@dartmouth.edu, and
 - the individual delegated temporary authority.
7. All persons designated as having signature authority under this Policy are thereby authorized to execute, acknowledge and deliver to external parties, in the name and on behalf of Dartmouth, any and all agreements, documents or other instruments that they determine to be necessary or appropriate to carry out the transactions authorized thereby.
 8. The Executive Vice President and Provost, on the recommendation of the Controller and with the approval of the General Counsel, may delegate authority up to \$1 million and make modifications to the signature authority policy relating to matters of form, including but not limited to changes in titles or positions.
 9. This Policy shall be published on Dartmouth's web site, and links shall be included in appropriate College publications including but not limited to the Faculty and Employee Handbooks and the web sites of the Board of Trustees, the Office of the General Counsel, and the Controller).
 10. Questions concerning the scope or interpretation of this Policy should be addressed to the Office of the General Counsel.

B. Relationship of this Policy to Procurement Card System, eProcurement System, Invoice Approval Process, Business Expense Reimbursement Policy, and other Policies.

1. **Procurement Card System:** In addition to the authorizations set forth below, College employees may be authorized by departments to make certain types of purchases (generally under \$2,500) through the Procurement Card System. See www.dartmouth.edu/~control/policies/procurement-card-policy.html for a description of the policies and procedures governing the “P-Card” System.
2. **eProcurement System:** Dartmouth’s *eProcurement System* provides an electronic mechanism for departments to submit a requisition for a purchase to the Procurement Services Department, which issues a purchase order. The eProcurement System works in conjunction with this Policy to ensure the appropriate authorization for purchasing of goods and services. See guidelines for delegation of authority for general business transactions by grade level or faculty title (see Appendix A).
3. **Invoice Approval Process:** Where a contract or requisition has been approved under this Policy, authority to approve an invoice for goods and services provided under that contract or requisition is granted to employees on the Invoice Approval List maintained by the Controller. Delegations of authority to approve invoices shall be filed with the Controller’s Office on a form provided by that office.

See [<http://www.dartmouth.edu/~control/forms/security.html>].

Invoices submitted for payment that are not associated with an approved requisition or contract require approval specified in this policy

4. **Business Expense Reimbursement:** Approval for business expense reimbursements is based on the Dartmouth business expense reimbursement policy. Business Expense Reimbursement forms must be approved by the employee and his/her immediate supervisor or more senior officer in the department who has the authority to approve charges to the particular account(s). The individual supervisor may delegate (in writing) his or her signature authority to another individual. No employee is authorized to approve his or her own, a peer's or a superior's Business Expense Reimbursement form, or charges to an account for which he/she is not authorized to approve expenditures. Area fiscal officers are authorized to approve Business Expense Reimbursement forms charged to College accounts for which they have budget responsibility (except for their own expenses or those incurred by his or her immediate supervisor).

Business Expense Reimbursement forms for non-employees must be approved by the individual and the Dartmouth employee who has financial responsibility for the chart string to which expenses will be charged.

5. **Joint Venture Policy:** Approval to establish a Joint Ventures is governed by the Joint Venture Policy. As used in the Policy, “**Joint Venture**” means any joint ownership or contractual arrangement through which there is an agreement for Dartmouth College (the “College”), either directly or indirectly, to jointly undertake with another person or organization a specific business enterprise without regard to (i) whether the College controls the venture or arrangement, (ii) the legal structure of the venture or arrangement, or (iii) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. For signature authority regarding joint ventures, see policy at <http://www.dartmouth.edu/~control/policies/index.html>

C. Abbreviations.

AVPTM	Assistant Vice President Finance & Treasury Management
CFO	Chief Financial Officer
CHRO	Chief Human Resources Officer
CIO	Chief Investment Officer
COO	Chief Operating Officer of applicable division
COOA	Chief Operating Officer for Advancement
COOI	Chief Operating Officer for Investment Office
CS	Campus Services
DCFR	Director of Corporate and Foundation Relations
DCIO	Deputy Chief Investment Officer
EDAF	Executive Dean for Administration and Finance
EDGP	Executive Director of Gift Planning
EVP	Executive Vice President
OSP	Office of Sponsored Projects
PI	Principal Investigator
REO	Real Estate Office
RICS	Risk and Internal Controls Services
SIOM	Senior Investment Operations Manager
SVPA	Senior Vice President for Advancement
VPAR	Vice President for Alumni Relations
VPCOMM	Vice President for Communications
VPCS	Vice President for Campus Services
VPD	Vice President for Development
VPIPG	Vice President for Presidential Initiatives and Principal Gifts
VPR	Vice Provost for Research

D. Delegations of Authority.

Delegations of authority in this Policy are as follows:

Business Transactions – General <i>(This section governs transactions not covered by any of the appendices listed below.)</i>	Appendix A
Financial Management Transactions	Appendix B
Investment Transactions	Appendix C
Development Transactions	Appendix D
Real Estate and Facilities Transactions	Appendix E
Risk Management and Insurance Transactions	Appendix F
Sponsored Activities Administration and Intellectual Property Transactions	Appendix G
Staff Hiring	Appendix H
Medical School Transactions	Appendix I
Procurement Services Department Authority	Appendix J

E. Review by Office of the General Counsel.

1. All transactions covered by Appendix A (Business Transactions – General) and Appendix H (Staff Hiring) with a financial commitment expected to exceed \$500,000 (single year, or aggregate value if multi-year) must be reviewed for legal risk by the Office of the General Counsel.
2. Transactions covered by other appendices must be reviewed by the Office of the General Counsel for legal risk to the extent specified.
3. The Office of Campus Services and the Office of the General Counsel have prepared standard contract forms for the following types of transactions:
 - Contracts with Design Professional
 - Contracts with Contractors and Construction Managers

Additionally, the Office of Procurement Services and the Office of the General Counsel have prepared a standard form for the purchase of goods and services.

Where applicable, the use of the forms noted above is required. Such forms may not be modified without the written approval of the General Counsel, Associate General Counsel, or Assistant General Counsel and the Office of Campus Services or Procurement, as applicable. Questions concerning the availability of standard forms or other contracting matters should be addressed to the Office of the General Counsel.

F. Documenting Delegations of Authority

Delegations of authority shall be filed with the Controller's Office on a form provided by that office.

See <http://www.dartmouth.edu/~control/forms/security.html>.

Appendix A: Business Transactions – General

This appendix sets forth the authority to enter into transactions that are not covered by any other appendix. It does not apply to faculty appointments, which are subject to the rules and procedures of each Faculty. (Staff appointments (including the appointment of faculty to administrative positions) are covered in Appendix H.)

The chair of the Board of Trustees and the chair of the Finance Committee must be notified of all transactions with financial commitment expected to exceed \$5 million (single year, or aggregate value if multi-year).

Commitments Greater Than \$250,000:

Approvals required for all commitments greater than \$250,000:	+	Additional approvals required:	
		\$250,001 - \$1,000,000	Over \$1,000,000
President's Division units: One of the following: Executive Director VPCOMM		CFO or EVP	<ul style="list-style-type: none"> • CFO or EVP; and • President or Provost
Provost Division units: One of the following: Provost VPR VP and Chief Information Officer Dean of Libraries		CFO or EVP	
Finance & Administration Division units: One of the following: CFO CHRO (for HR/Benefit Transactions)		EVP	
Advancement units (Alumni Relations and Development): One of the following: SVPA VPAR VPD VPIPG		CFO or EVP	
Campus Services VPCS		CFO or EVP	

Approvals required for all commitments greater than \$250,000:	+	Additional approvals required:	
		<u>\$250,001 - \$1,000,000</u>	<u>Over \$1,000,000</u>
Faculty of Arts and Science, Geisel, Thayer, Tuck, and Graduate Schools Deans		CFO or EVP	<ul style="list-style-type: none"> • CFO or EVP; and • President or Provost
Dean of the College units Dean of the College		CFO or EVP	
All other units not included in areas listed above. Responsible Dean or Vice President		CFO or EVP	

Commitments Up to \$250,000:

<i>Division</i>	Administrator
<i>President's Division</i>	Executive Director
<i>Provost's Division</i>	Provost VPR
<i>Finance and Administration Division</i>	EVP
<i>Advancement Division</i>	SVPA
<i>Campus Services</i>	VPCS
<i>Dean of the College Division</i>	Dean of the College
<i>Faculty of Arts and Sciences, Medical School, Thayer School, Tuck School</i>	Applicable Dean or Executive Dean
<i>Other Units not included in areas listed above</i>	Responsible Dean, VP, or Unit Director

Subject to the following limitations, the administrator(s) for each unit designated above is authorized to delegate to other employees of the unit signature and requisition authority up to \$250,000 for such matters as the designated administrator may determine, based on business need. In addition, divisional fiscal officers may authorize a designee for the division to approve delegations of authority up to \$100,000.

Grade Level or Faculty Title	Authorization Level
Any regular employee with purchasing responsibility	Up to \$5,000
Regular administrative staff, Adjunct Faculty, Professor in Residence, Lecturer	Up to \$25,000
Professional staff positions, Research Associates, Research Fellow	Up to \$100,000
Institutional leadership positions, Assistant Professor, Associate Professor, Professor, and all levels of Research Scientist, Analysts or Engineers	Up to \$250,000

Delegations of authority to approve invoices for payment against approved purchase orders or contracts may be at higher levels than those stated above. Signature and invoice approval delegations of authority shall be filed with the Controller's Office on the same form.

Appendix B: Financial Management Transactions

Banking and Brokerage Transactions	
To open and close bank and brokerage accounts and similar accounts with financial institutions	<ul style="list-style-type: none"> • EVP or CFO; and • Controller or Assistant VP for Finance, jointly
To issue checks up to \$100,000 drawn on College accounts at banks and similar financial institutions	<p><u>Either:</u> An original signature of any one of the following: EVP, CFO, or Controller; <u>or</u></p> <p>Two original signatures from among the following: Associate Controller, Director of Institutional Accounting, AVPTM, Director of Payroll, or Director of Student Financial Services</p> <p><u>Exceptions:</u> <u>Facsimile Signature:</u> On checks for less than \$25,000, a facsimile signature of the EVP, CFO, or Controller shall be sufficient</p> <p><u>Payroll Bank Account:</u> On checks drawn on the Payroll Bank Account for less than \$25,000, the signatures of the Director of Payroll and any one of the following shall be sufficient: Associate Controller, Director of Institutional Accounting, AVPTM, or Director of Student Financial Services</p>
To issue checks over \$100,000 drawn on College accounts at banks and similar financial institutions	<p>Two original signatures from among the following: EVP, CFO, or Controller; or</p> <p>Original signatures of one of the above and any one of the following: Associate Controller, Director of Institutional Accounting, AVPTM, Director of Payroll, or Director of Student Financial Services</p>
To transfer funds by check or wire between College accounts at banks and similar financial institutions	EVP, CFO, Controller, Associate Controller, Director of Institutional Accounting, AVPTM, CIO, SIOM, or COOI
To make wire transfers from College bank accounts to the accounts of holders or trustees of debt obligations; providers of employee retirement, health or other benefits; and any other vendors providing goods or services in the course of conducting College business, except that in the case of a recurring transfer an initial approval of the establishment of the recurring transfer by the EVP, CFO, or Controller shall be sufficient	<ul style="list-style-type: none"> • EVP, CFO, or Controller; or • Any two of the following: Associate Controller, Director of Institutional Accounting, or AVPTM.
To make wire transfers between College bank accounts or investment accounts in connection with the defined benefit pension plan	CIO, COOI, DCIO, Investment Office Managing Directors, or SIOM

Bank Accounts Pertaining to Operation of The Hanover Inn									
To open, manage, draw from, and act as signatories on Dartmouth College bank accounts pertaining to the operation of the Hanover Inn.	Any of the following officers of Pyramid Hanover Management LLC: <table border="0" style="width: 100%;"> <tr> <td>Chief Operating Officer</td> <td>Chief Investment Officer</td> </tr> <tr> <td>Chief Financial Officer</td> <td>Controller</td> </tr> <tr> <td>General Manager</td> <td>Front Office Manager</td> </tr> <tr> <td>Assistant Regional Controller</td> <td></td> </tr> </table>	Chief Operating Officer	Chief Investment Officer	Chief Financial Officer	Controller	General Manager	Front Office Manager	Assistant Regional Controller	
Chief Operating Officer	Chief Investment Officer								
Chief Financial Officer	Controller								
General Manager	Front Office Manager								
Assistant Regional Controller									
Banking Transactions for Off-Campus Programs									
To issue checks and execute bank transactions on College bank accounts maintained solely for Off-Campus Programs	<u>Up to \$100,000</u> Executive Director of Off-Campus Programs with the approval of the Controller. If authorized by the Controller, the Executive Director of Off-Campus Programs may delegate in writing to Faculty Program Directors authority to issue checks and execute bank transactions up to \$50,000, and to confirm such delegations in writing to the affected banks								
To purchase foreign currency.	EVP, CFO, Controller, or AVPTM								
Borrowing									
To issue debt within the limits of a Board-approved commercial paper program, line of credit, or similar liquidity facility	<p><u>Up to \$25 million</u></p> <ul style="list-style-type: none"> • Any two of the following: EVP, CFO, or Controller; or • AVPTM (AVPTM) with approval of EVP, or CFO; and • With additional approval by CIO if used for endowment purposes; and • with notice to the Chair of the Board of Trustees and the Chair of the Finance Committee, and Chair of the Investment Committee if used for endowment purposes <p><u>Over \$25 million</u></p> <ul style="list-style-type: none"> • EVP and either the CFO or Controller; and • With additional approval by CIO if used for endowment purposes; and • with the approval of the Chair of the Board of Trustees and the Chair of the Finance Committee, and Chair of the Investment Committee if used for endowment purposes 								
To enter into standby bond purchase agreements	<u>Up to 100% of Dartmouth's variable rate debt</u> EVP or CFO								
To select and enter into contracts with financial institutions to serve as custodian banks or paying agents for borrowing	EVP, CFO, or Controller								
To enter into or terminate swap agreements	EVP or CFO, with the approval of the Chair of the Board of Trustees and the Chair of the Finance Committee								
Audit and Accounting Services									
To select and engage Dartmouth's outside auditors	Controller, with approval of the Audit Committee of the Board of Trustees								

Tax Reporting	
To sign tax returns and related documents	Controller, CFO, or EVP
To sign registration and tax documents related to Payroll activity	Director of Payroll, Controller, or CFO
To sign power of attorney document for tax and payroll related services	Controller, CFO, and EVP With review by the General Counsel's Office

Appendix C: Investment Transactions

In addition to the approvals set forth below, all related-party investments are subject to the approval requirements of the *Policy on Pecuniary Benefit Transactions and Related-Party Investments*.

<p>To enter into investment management agreements, subscription agreements, limited partnership agreements, and similar investment contracts, or to redeem from or terminate such agreements and contracts.</p>	<p>In accordance with the investment approval process as stated in the Investment Policy Statement and approved by the Investment Committee.</p> <p>Two approvers from among the following with one of the approvers being either the CIO or COOI: CIO, DCIO, Managing Directors, or COOI</p>
<p>To take actions necessary or incidental to the above commitments</p>	<p>CIO, COOI, DCIO, Investment Office Managing Directors, SIOM or Investment Operations Manager</p>
<p>To authorize the transfer of cash and investment securities between investment accounts maintained by Dartmouth and investment accounts maintained by fund managers at financial institutions</p>	<p>CIO, COOI, DCIO, Investment Office Managing Directors, SIOM, or Investment Operations Manager</p>
<p>To effect the sale of securities donated to Dartmouth and to take actions necessary or incidental thereto</p>	<p>CIO, COOI, DCIO, Investment Office Managing Directors, SIOM, or Investment Operations Manager</p>
<p>To execute leases, sales contracts, and similar agreements for oil and gas lease interests donated to Dartmouth</p>	<p>CIO, COOI, DCIO, or Investment Office Managing Directors</p>
<p>To authorize account transfer and take other actions necessary or incidental to management of charitable life income plans</p>	<p>CIO, COOI, AVPTM, DCIO, or Investment Office Managing Directors</p>
<p>To contract with consultants and other service providers for services in support of investment operations</p>	<p><u>Up to \$5,000:</u> SIOM or Investment Operations Associate <u>Up to \$100,000:</u> COOI <u>Up to \$250,000:</u> CIO</p>
<p>To sell Hanover-area real estate held by the endowment to third parties</p> <p>Subject to the approval by the Master Planning and Facilities and Finance Committees</p>	<p><u>Open Market Sale less than or equal to \$1,000,000:</u> CIO or COOI (with approval from CIO) and either Vice President for Campus Services or Director of Real Estate, jointly;</p> <p><u>Open Market Sale >\$1,000,000:</u> CIO or COOI (with approval from CIO) with approval from the Chair of Investment Committee, and either Vice President for Campus Services or Director of Real Estate, jointly;</p> <p><u>Sales Not Listed on Open Market:</u> If proposed sale price is within 90% of current recorded FMV then</p>

	<p>CIO or COOI (with approval from CIO) with approval from the Chair of Investment Committee and either Vice President for Campus Services or Director of Real Estate. If proposed sale price is less than 90% of current recorded FMV, then, in addition to the immediately foregoing approvals, Investment Committee approval is required.</p>
<p>To purchase Hanover-area real estate in the Endowment</p>	<p>CIO or COOI, with approval from the CIO</p> <p>*In accordance with the investment approval process as stated in the Direct Investment Policy for the Total Return Pool as approved by the Investment Committee.</p>
<p>To internally transfer Hanover-area real estate held by Endowment</p> <p>Subject to approval by the Finance Committee and Master Campus Planning & Facilities Committee</p>	<p>Transfer at current recorded FMV:</p> <p>CIO and either Vice President for Campus Services or Director of Real Estate</p> <p>Transfer at less than current recorded FMV: CIO and either Vice President for Campus Services or Director of Real Estate.</p>

Appendix D: Development Transactions

In the absence of the VPD, VPPIG, DCFR, or EDGP, the COOA is authorized to exercise the authority of the individuals in the noted positions. All Development activity is subject to compliance with the Gift Policy Manual. For authority related to the joint Development Office for Geisel and Dartmouth Hitchcock, see Appendix G.

To accept gifts of real estate	<ul style="list-style-type: none"> SVPA, VPD, VPPIG , or EDGP; and VPCS or Director of Real Estate jointly
To accept gifts of non-marketable/restricted securities	SVPA, VPD, VPPIG , or EDGP together with the COOI or CIO
To accept gifts-in-kind via deed of gift and sign related tax forms	SVPA, VPD, VPPIG , or EDGP (together with Director of Hood Museum for works of art)
To establish donor advised funds	SVPA, VPD, VPPIG , EDGP
To accept deferred gifts (trusts, bequests, life insurance, IRAs, etc.) and enter into gift annuity Contracts, life income trusts, and other agreements between Dartmouth and donors of charitable life income plans	SVPA, VPD, EDGP (in consultation with the Office of the General Counsel and/or CIO, as appropriate)
To enter into contracts with vendors to administer Gift Planning programs	SVPA, VPD, VPPIG , EDGP, CIO, CFO or Controller
To accept gifts for endowment via gift instrument/statement of understanding	Development Officer, with approval of benefiting program officer/dean. Non-standard statements of understanding must be reviewed by the Endowment Administration office prior to acceptance.
To accept gifts for facilities or Strategic Resource Fund via gift instrument/statement of understanding	Development Officer, with approval of the SVPA, VPD or VPPIG, and CFO and benefiting program officer/dean
To accept current use gifts via gift instrument/statement of understanding	Development Officer, with approval of the SVPA, VPD, or VPPIG and benefiting program officer/dean
To apply for corporate and foundation gifts or grants	DCFR and/or Dartmouth faculty, with appropriate approval of benefiting program director, associate dean, or chair; <i>grant or contract proposals</i> will be routed through OSP. Refer to Appendix G.
To enter into agreements for, corporate and foundation grants or contracts	Grant or contract agreements will be routed through OSP. Refer to Appendix G.
To enter into agreements for corporate and foundation gifts	DCFR, with appropriate approval of benefiting program director, associate dean, or chair and/or SVPA or VPD, as appropriate.

Appendix E: Real Estate and Facilities Transactions

As used in this Appendix, "Unit Director" refers to the following positions:

- *All Units of Campus Services:*
 - *Chief Operating Officer, CS*
 - *Director of Engineering and Utilities*
 - *Associate VP for FO&M*
 - *Associate VP of Planning, Design and Construction*
 - *Director of Campus Planning*
 - *Capital Renewal Program Manager*
 - *Director of Real Estate*
 - *Associate Director of Real Estate*
 - *Director of Residential Operations*
 - *Associate Vice President of Business and Hospitality*
 - *EHS: Director of Environmental Health and Safety*
- *Geisel School: Executive Dean for Administration and Finance*
- *Thayer School: Senior Executive Officer and Senior Associate Dean of Academic Affairs*
- *Tuck School: Assistant Dean*

<p>Real Estate Office Property Transactions (e.g., purchase, sale, mortgage, building fit-out, tax agreements)</p> <p>Subject to the approval by the Master Planning and Facilities and Finance Committees</p> <p>For purchases and sales of real estate held in the endowment refer to Appendix C.</p>	<p><u>Up to \$1 million</u> VPCS or Director or Real Estate</p> <p><u>\$1,000,001 - \$3 million</u> EVP or CFO</p> <p><u>over \$3,000,000</u> President or Provost and EVP or CFO</p>
<p>To sell gifts of real estate, not held in the endowment.</p>	<p><u>Up to \$1 million</u> VPCS or Director or Real Estate</p> <p><u>\$1,000,001 - \$3 million</u> EVP or CFO</p> <p><u>over \$3,000,000</u> President or Provost and EVP or CFO</p>

<p>Release of Rights of First Refusal (ROFR) or Purchase Options Deeds for residential properties near Campus.</p>	<p><u>A List (closest to town of Hanover):</u> VPCS approval</p> <p><u>B List (near Hanover):</u> If ROFR is able to be retained, Director of Real Estate If ROFR not retained, VPCS</p> <p><u>C List (other):</u> Director of Real Estate may allow ROFR to lapse</p> <p>Map of locations included in the lists noted above is maintained by Dartmouth Real Estate Office</p>
<p>Leases</p>	<p><u>Residential leases up to a one year term:</u> Up to \$50,000 - Residential Property Manager Housing Coordinator</p> <p><u>Commercial and Residential Leases with base rent for the first year up to \$100,000</u> Director of Real Estate or Associate Director of Real Estate</p> <p><u>All Leases with base rent for the first year up to \$250,000</u> Director of Real Estate Associate Director of Real Estate</p> <p><u>All Leases with base rent for the first year over \$250,000</u> VPCS</p>
<p>Real estate taxes, water and utility payments</p>	<p><u>Up to \$1 million</u> Director of REO, Associate Director of REO, Senior Financial Analyst, or Chief Operating Officer, CSV</p> <p><u>\$1,000,001 - \$2 million</u> VPCS with notice to the EVP or CFO</p> <p><u>Over \$2 million</u> EVP or CFO</p>

<p>Capital Project Approval (for projects greater than \$50,000)</p> <p>Dollar thresholds apply to the cumulative cost of the project, including any cost overruns.</p>	<p><u>Up to \$300,000 *</u> VPCS; or VP and Chief Information Officer in the case of IT Projects</p> <p><u>Up to \$1,000,000*</u> EVP or CFO</p> <p>Capital projects greater than \$300,000 should be included in the Dartmouth College capital plan. For projects that require approval outside this timetable, the Chair of the Master Planning and Facilities Committee must be informed.<u>Up to \$3,000,000*</u></p> <p>President, with notice to the Chair of the Board of Trustees and Chairs of the Finance and Master Plan & Facilities Committees for projects \$1 million or greater.</p> <p><u>Over \$3,000,000*</u> Board of Trustees: Master Planning & Facilities Committee, Finance Committee, and full Board</p> <p>* Additional approval required from SVPA or designee, if project funding includes new philanthropic support.</p> <p>* The approvals above are not intended to apply to emergent maintenance projects necessary to address operational or life safety issues (for example: repair of a steam pipe, sewer line or water line failure, structural reinforcement to avoid collapse or emergent upgrade of life safety systems such as fire protection). In such an event, the approval authority indicated above will be informed as soon as practical, although that may be after the project has been undertaken and an expense has been incurred.</p> <p>➤</p>
<p>Contracts for services (including facilities services) and Construction Contracts</p>	<p><u>Subject to approval under the <i>Capital Project approval requirements described above:</i></u></p> <p><u>Up to \$500,000</u> Project Managers, Unit Directors, Senior Financial Analysts, or Director of Geisel Facilities</p> <p><u>Up to \$1,000,000</u> VPCS or COO</p> <p><u>Over \$1,000,000</u> VPCS, COO, and Unit Director, jointly</p> <p>Additional approval is required from Professional School Deans for professional school projects over \$1,000,000</p>

<p>Construction change orders (refers to cumulative value)</p>	<p><u>Up to \$100,000</u> VPCS or COO CS</p> <p><u>Over \$100,000</u> VPCS</p>	
<p>Total Construction Project Costs Exceeding Board-Approved Levels</p>		
<p><u>Signature Authority:</u></p> <p>Up to \$250,000: VPCS or Unit Director</p> <p>Over \$250,000: VPCS and Unit Director, jointly</p>	<p><u>Subject to approval as follows:</u></p> <p>Increase up to \$300,000: VPCS</p> <p>Increase of \$300,001 - \$2 million: EVP or CFO, with notice to the Chair of the Board of Trustees and Chairs of the Finance and Master Plan & Facilities Committees if increase is over \$1 million</p> <p>Increase over \$2 million: Chair of the Board of Trustees and Chairs of the Finance and Master Plan & Facilities Committees</p>	
<p>Energy and utility contracts (e.g., oil, propane)</p>	<p>VPCS, Associate VP for FO&M, COO for CSV, Assistant VP for Finance, or Director of Engineering – up to value of annual operating budget for energy or utility.</p> <p>Within three business days, notice of such purchases should be given to EVP, CFO, Assistant VP for Finance, and Controller</p>	
<p>Off-Campus Programs Abroad</p>	<p><u>Office or Classroom Leases</u></p> <p><u>Up to \$50,000</u></p> <ul style="list-style-type: none"> • Executive Director of Off-Campus Programs or Director of Budget & Fiscal Affairs; or • Faculty Program Director with approval of Executive Director of Off-Campus Programs <p><u>\$50,001 - \$100,000</u> Executive Director of Off-Campus Programs or Director of Budget & Fiscal Affairs</p> <p><u>\$100,001 - \$250,000</u> Director of Budget & Fiscal Affairs</p>	<p><u>Residential Leases (not to exceed \$ 75,000 per year)</u></p> <ul style="list-style-type: none"> • Executive Director of Off-Campus Programs or Director of Budget & Fiscal Affairs; or • Faculty Program Director, with approval of the Executive Director of Off-Campus Programs

Appendix F: Risk Management and Insurance Transactions

<p>Procurement of insurance</p> <p><i>(Director of RICS may delegate authority to Executive Director of Off-Campus Programs to procure insurance for off-campus programs)</i></p>	<p>Annual premium or other financial commitment (e.g., collateral or letter of credit):</p> <p>Up to \$100,000 Insurance and Loss Control Manager</p> <p><u>Up to \$250,000</u> Director of RICS or Associate Director, Risk Management</p> <p><u>\$250,001 to \$500,000</u> Director of RICS, CFO, or EVP</p> <p><u>Over \$500,000</u></p> <ul style="list-style-type: none"> • Director of RICS; and • CFO or EVP, jointly
<p>Claims settlement – Insured Matters</p>	<p>Amount of settlement (without regard to deductible or extent of insurance coverage):</p> <p><u>Up to \$25,000</u> Claims/Insurance Specialist</p> <p><u>Up to \$100,000</u> Director of RICS, Associate Director Risk Management, or Insurance and Loss Control Manager</p> <p><u>\$100,001 to \$250,000</u> CFO or Director of RICS with notice to EVP</p> <p><u>\$250,001 to \$500,000</u> General Counsel; CFO or EVP; and Director of RICS, jointly</p> <p><u>Over \$500,000</u> President; General Counsel; EVP; and Director of RICS, jointly</p> <p>Approval by the CHRO is also required for settlement of all employment claims.</p> <p>The General Counsel and Director of RICS are authorized to execute all documents necessary for the settlement of claims as approved above.</p>

<p>Claims settlement – Uninsured Matters</p>	<p><u>Up to \$100,000</u> General Counsel or Associate General Counsel, and senior administrator for operational unit, jointly</p> <p><u>\$100,001 to \$250,000</u> General Counsel, CFO, and senior administrator for operational unit, jointly, with notice to EVP</p> <p><u>\$250,001 to \$500,000</u> General Counsel, and CFO or EVP, and senior administrator for operational unit, jointly</p> <p><u>Over \$500,000</u> President, General Counsel, EVP, and senior administrator for operational area, jointly</p> <p>Approval by the CHRO is also required for settlement of all employment claims</p> <p>The General Counsel is authorized to execute all documents necessary for the settlement of claims as approved above</p>
--	--

Appendix G: Sponsored Activities Administration and Intellectual Property Transactions

<p>Grants (including sub-grants) for external support for research (applications and agreements)</p>	<p><u>Over \$5,000,000</u> Director, OSP, or Vice Provost for Research</p> <p><u>Up to \$5,000,000</u> Director, Associate Director, or Assistant Director, OSP</p> <p><u>Up to \$2,000,000</u> Director, Associate Director, Assistant Director, Senior Grants Officer, or Grants Officer, OSP</p>
<p>Contracts (including sub-contracts) for external support for research (applications and agreements) and fee for service agreements.</p>	<p><u>Up to \$500,000</u> Director, Associate Director, Assistant Director, or Senior Grants Officer, OSP</p> <p><u>Up to \$1,000,000</u> Director or Associate Director, OSP</p> <p><u>Over \$1,000,000</u> Director, OSP, or Vice Provost for Research</p>
<p>Agreements with federal agencies for reimbursement of facilities and administrative costs</p>	<ul style="list-style-type: none"> • Director, OSP, or Vice Provost for Research; and • EVP or CFO <p>jointly</p>
<p>Approval of Sub-recipient Invoices/payments</p>	<p>OSP and PI, jointly</p>
<p>Purchases of goods and services with grant or contract funds</p> <p><i>Titles (e.g., "Director of Budget & Fiscal Affairs", "EDAF") refer to the designated position in the school or department that is the recipient of the grant or contract as recorded in the Office of Sponsored Projects.</i></p> <p><i>When a grant or contract has more than one PI, each PI is authorized to exercise the authority under this Policy with respect to the portion of the project for which he or she is responsible.</i></p>	<p>In addition to the delegations set forth below, authorized staff members, and research team members designated in writing by the PI, may make purchases through any procurement mechanism up to the dollar amount permitted under the Procurement Card System, or such lower dollar amount as may be set by the PI.</p> <p><u>Up to \$5,000</u> Any regular employee with purchasing responsibility for the grant</p> <p><u>Up to \$25,000</u></p> <ul style="list-style-type: none"> • PI, Laboratory Manager, or Grant Manager, or PI designee; and • OSP <p><u>Up to \$100,000</u></p> <ul style="list-style-type: none"> • PI; or • Dean's designee with permission of PI

	<p>(PI and EDAF, jointly, may delegate authority up to \$100,000 in writing to other staff members);</p> <p>-and-</p> <ul style="list-style-type: none"> • OSP <p><u>Up to \$250,000</u></p> <ul style="list-style-type: none"> • PI; and • Dean’s Designee jointly; <p>-and-</p> <ul style="list-style-type: none"> • OSP <p><u>Over \$250,000</u></p> <ul style="list-style-type: none"> • PI and Dean or Dean’s designee, jointly; and • OSP <p><u>Additional Approvals:</u></p> <ul style="list-style-type: none"> • Review by the General Counsel, Associate or Assistant General Counsel is also required for transactions over \$500,000
<p>Agreements relating to the transfer of materials used in scientific research</p>	<p>Director , Technology Transfer Office; in the Director’s absence, Director or Associate Director, OSP</p> <p>The Director of Technology Transfer may delegate authority to the Contract Manager.</p>
<p>Agreements for licenses and options of inventions/patents owned by Dartmouth pursuant to Dartmouth’s Policy on Patents, Copyrights and Other Intellectual Property Rights</p>	<p><u>Up to \$500,000</u> Director, Technology Transfer Office</p> <p><u>Over \$500,000</u> Director, Technology Transfer Office, and Associate Provost for Entrepreneurship and Technology Transfers, jointly</p>
<p>Agreements for licenses and options of works of authorship/copyrights owned by Dartmouth pursuant to Dartmouth’s Policy on Patents, Copyrights and Other Intellectual Property Rights</p>	<p>Dean of Libraries with respect to works administered by the Libraries</p> <p>Director, Technology Transfer Office with respect to software</p> <p>General Counsel. Associate or Assistant General Counsel with respect to all other works</p>
<p>Authority to execute documents pertaining to the registration and protection of intellectual property, including but not limited to powers of attorney, assignments, small entity forms and certifications required by the United States</p>	<p>Director, Technology Transfer Office</p> <p>The Director of Technology Transfer may delegate authority to the Contract Manager or Senior Business Development & Licensing Manager.</p>

Patent and Trademark Office of patent authorities of foreign countries	
Authority to sign confidentiality and non-disclosure agreements in connection with the licensing (outgoing and incoming) and marketing of intellectual property	Director, Technology Transfer Office The Director of Technology Transfer may delegate authority to the Contract Manager or Senior Business Development & Licensing Manager.
Engagement of attorneys to represent Dartmouth in connection with the evaluation of inventions and the filing and prosecution of patents	Director, Technology Transfer Office, in consultation with the General Counsel
Licenses for the use of College-owned trademarks	General Counsel, Associate General Counsel, Assistant General Counsel, or Trademark Licensing Administrator
State and federal trademark registrations	General Counsel, Associate General Counsel or Assistant General Counsel

Appendix H: Staff Human Resources Matters

1. **Appointments:** All staff appointments (including the appointment of faculty to administrative positions) must comply with applicable Dartmouth College human resources policies and procedures including availability of funding, approval of position description and salary level by the Office of Human Resources, and certification by the hiring officer through the Dartmouth Online Recruit and Review system (DORR) that the appropriate recruitment and due diligence procedures have been followed. (Faculty appointments are subject to applicable College policies and the rules and procedures of each Faculty.)

SEIU and IATSE bargaining unit positions, Non-Union Service positions, and temporary positions	President's Office Executive Director, Dean, Vice President, EDAF or Chief Operating Officer of Division, or his or her written designee
All regular administrative and professional positions.	President's Office Executive Director, Dean, Vice President, EDAF or Chief Operating Officer of Division
Institutional leadership other than those listed below.	President, Provost or EVP
Provost, EVP, Dean or Vice President	President
Teaching and Service Contracts in Foreign Countries for Off-Campus Programs	Executive Director of Off-Campus Programs

2. **Separation or Termination Agreements:** Employee separation or termination agreements which supplement or modify standard College terms and conditions require approval by the Office of Human Resources and the Office of the General Counsel.

3. **Personnel Actions Subsequent to Appointment:** Other personnel actions subsequent to appointment (such as salary adjustments) are governed by Dartmouth human resource policies rather than this Policy.

Appendix I: Geisel School Transactions

<p>Lease payments on property rented from third parties;</p> <p>Condominium payments to DHMC;</p> <p>Payments to DHMC or DHMC components for services provided outside the DHMC condominium agreement</p>	<p>Geisel EDAF, or Geisel Director of Finance</p> <p><i>Each is authorized to delegate to other Geisel staff members in writing authority to approve payments up to \$25,000.</i></p>
<p>Geisel construction and facilities services</p>	<p><u>UP to \$25,000</u></p> <p>Director of Geisel Facilities</p> <p><u>Up to \$500,000</u></p> <p>Director of Geisel Facilities and Director of Finance, jointly</p> <p><u>Up to \$1,000,000</u></p> <p>Geisel EDAF</p> <p><u>Over \$1,000,000</u></p> <p>Geisel EDAF, Dean of Geisel School, and VPCS, jointly</p>
<p>Compensation Funding Agreement payments to DHMC components</p>	<p>Geisel Director of Finance or Geisel Director of Institutional Reporting and Analysis</p>
<p>To accept current use gifts via gift instrument/statement of understanding</p>	<p>Geisel EDAF and VP of Joint Geisel/DH Advancement Office</p>
<p>To accept gifts for endowment via gift instrument/statement of understanding</p>	<p>Geisel EDAF and VP of Joint Geisel/DH Advancement Office</p> <p>Non-standard statements of understanding must be reviewed by the Endowment Administration office prior to acceptance.</p>
<p>To apply for corporate and foundation gifts or grants</p>	<p>Geisel EDAF and VP of Joint Geisel/DH Advancement Office; <i>grant or contract proposals</i> will be routed through OSP. Refer to Appendix G.</p>

To enter into agreements for, corporate and foundation grants or contracts	Geisel EDAF and VP of Joint Geisel/DH Advancement Office; Grant or contract agreements will be routed through OSP. Refer to Appendix G.
To enter into agreements for corporate and foundation gifts	Geisel EDAF and VP of Joint Geisel/DH Advancement Office

Appendix J: Procurement Services Department Authority

Based upon the submission of requisitions approved by authorized signers under this Policy, Procurement Services Department personnel are authorized to issue purchase orders as follows:

Up to \$5,000	e-Business Supply Chain Analyst
Up to \$100,000	Procurement Specialist III, Supplier / Compliance Manager or Stockroom Manager
Up to \$250,000	Contract Manager
Up to \$3,000,000	Sourcing Manager
unlimited	Director of Procurement, CFO, EVP, and Controller

Signature Authority Policy Approvals and Amendments

Approved by the Board of Trustees April 9, 2011, effective July 1, 2011

Amendments Approved by the Board of Trustees:

approved March 3, 2012 and effective January 1, 2012;
approved and effective September 22, 2013;
approved and effective January 2, 2014;
approved and effective March 8, 2014;
approved and effective November 8, 2014;
approved and effective September 17, 2016;
approved and effective March 4, 2017;
approved and effective November 4, 2017;
approved and effective November 3, 2018.

Amendments Approved by EVP and Provost

approved August 7, 2015 and effective July 1, 2015;
approved and effective title changes September 17, 2016;
approved and effective title changes April 10, 2017;
approved and effective October 13, 2017;
approved and effective October 18, 2018.