Delegation of Signatory Authority

Type of Transaction	Transaction Definition	Document Review	Authorized Signatory
Academic Affiliation Agreements	MOAs and supplements (under $500,000)	All of the following: •Dean •Vice Provost for Research and Dean of Graduate Studies •Vice Provost of Undergraduate Studies •Vice Provost for Academic Administration	•Provost •Vice Provost for Academic Administration
	MOAs and supplements (in excess of $500,000)	All of the following: •Vice Provost for Research and Dean of Graduate Studies •Vice Provost of Undergraduate Studies •Vice Provost for Academic Administration	•Provost
Attestation and Use of the Corporate Seal	Affixing the Corporate Seal to documents on behalf of American University		•President •CFO •Secretary of the University •Assistant Secretary of the University
Contracts	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation of the University, excluding real estate or endowment funds and assets (under $100,000)	All of the following: •Dean/Director/Department Head •Executive Director University Safety Programs (Risk Exposure & Insurance Review)	•Controller •Director of Procurement and Contracts •AVP of Risk Mgmt. and Safety Services
	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation of the University, excluding real estate or endowment funds and assets ($100,000 - $250,000)	All of the following: •Dean/Director/Department Head •Executive Director University Safety Programs (Risk Exposure & Insurance Review) •Director of Procurement and Contracts	•Assistant Treasurer •AVP of Risk Mgmt. and Safety Services

Type of Transaction	Transaction Definition	Document Review	Authorized Signatory
Contracts (cont.)	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation of the University, excluding real estate or endowment funds and assets ($250,000 - $500,000)	All of the following: •Dean/Director/Department Head •Executive Director University Safety Programs (Risk Exposure & Insurance Review) •Director of Procurement and Contracts •Associate VP and Assistant Treasurer	•CFO
	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation of the University, excluding real estate or endowment funds and assets (in excess of $500,000)	All of the following: •Dean/Director/Department Head •Executive Director University Safety Programs (Risk Exposure & Insurance Review) •Director of Procurement and Contracts •Associate VP and Assistant Treasurer •CFO	•President
	Professional Service Agreement (PSA), Work Made for Hire and Medical PSAs with no changes (under $10,000)		•Dean/Director/Department Head
	Professional Service Agreement (PSA), Work Made for Hire and Medical PSAs (in excess of $10,000) and/or with changes)	All of the following: •Dean/Director/Department Head •Executive Director University Safety Programs (Risk Exposure & Insurance Review)	•Controller •Director of Procurement and Contracts •AVP Risk Mgmt. and Safety Services
Endowed Gift Agreements	Gift agreements directing the gift to the University's endowment	•CFO •General Counsel Vice President of Development and Alumni Relations	•President
Faculty Personnel Documents	Faculty personnel documents excluding, consulting and personal service agreements	•Dean/Director/Department Head	•Provost •Sr. Vice Provost / Dean Academic Affairs •Vice Provost for Academic Administration

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	Adjunct Faculty personnel documents excluding, consulting and personal service agreements	•Dean/Director/Department Head	•Sr. Vice Provost/Dean Academic Affairs •Associate Vice Provost for Academic Affairs •Vice Provost for Academic Administration
Inter-bank Transfers	Legal instruments and documents necessary for the investment, assignment and/or transfer of University funds and assets (under $250,000)	•Sr. Director Treasury Mgmt.	•Assistant Treasurer •Sr. Director Treasury Mgmt.
	Legal instruments and documents necessary for the investment, assignment and/or transfer of University funds and assets (under $500,000)	•Sr. Director Treasury Mgmt. •Assistant Treasurer	•CFO
	Legal instruments and documents necessary for the investment, assignment and/or transfer of University funds and assets (in excess of $500,000)	•Assistant Treasurer •CFO	•President
Litigation Documents	Legal pleadings, service of process and court documents	•General Counsel	•President •CFO •General Counsel or duly appointed counsel

Delegation of Signatory Authority

Type of Transaction	Transaction Definition	Document Review	Authorized Signatory
Matching Gifts	Matching gift agreements or private support grants, excluding research grants (under $100,000)		•VP of Development •Assistant VP of Development
	Matching gift agreements or private support grants, excluding research grant (in excess of $100,000)	•VP of Development and Alumni relations •Assistant VP of Development	•President •CFO •Assistant Treasurer
Payments	Negotiable instruments, checks and electronic payments of American University (under $50,000)		•Assistant Treasurer •Controller •Sr. Director Treasury Mgmt.
	Negotiable instruments, checks and electronic payments of American University (in excess of $50,000)	•Controller	Two of the following signatures: •President •CFO •Assistant Treasurer •Controller •Sr. Director Treasury Mgmt.
Real Estate Agreements	Real estate transactions, including purchase agreements, loan documents, and related documents, and real estate sales agreements approved in advance by the Board of Trustees or the Executive Committee of the Board of Trustees	•Assistant Treasurer	•President •CFO

Delegation of Signatory Authority

Type of Transaction	Transaction Definition	Document Review	Authorized Signatory
Securities Transactions	Sale, assignment, transfer, liquidation, or other disposal of gifts of securities, excluding endowment funds and assets		•President •CFO •Assistant Treasurer •Sr. Director Treasury Mgmt.
Sponsored Grants and Contracts	Sponsored Proposals	•Principal Investigator •Dean •Office of Sponsored Programs	•Vice Provost for Research and Dean of Graduate Studies •Vice Provost for Academic Administration •Director of Sponsored Programs
	Sponsored contracts from a U.S. source (under $100,000)	•Principal Investigator •Dean •Office of Sponsored Programs •Executive Director University Safety Programs (Risk Exposure & Insurance Review)	•Vice Provost for Research and Dean of Graduate Studies •Vice Provost for Academic Administration •Director of Sponsored Programs
	Sponsored contracts from a U.S. source ($100,000 - $250,000)	•Principal Investigator •Dean •Office of Sponsored Programs •Executive Director University Safety Programs (Risk Exposure & Insurance Review)	•Vice Provost for Research and Dean of Graduate Studies •Vice Provost of Academic Administration
	Sponsored contracts from a U.S. source ($250,000 - $500,000)	•Principal Investigator •Dean •Office of Sponsored Programs •Executive Director University Safety Programs (Risk Exposure & Insurance Review)	•Provost •Vice Provost for Research and Dean of Graduate Studies •Vice Provost of Academic Administration •Co-signed by CFO if facilities or services involved.

Delegation of Signatory Authority

Type of Transaction	Transaction Definition	Document Review	Authorized Signatory
	Sponsored contracts from a U.S. source (in excess of $500,000) and all international sources	•Principal Investigator •Dean •Office of Sponsored Programs •Executive Director University Safety Programs •Provost/Vice Provost Academic Admin. •CFO of facilities or services involved	•President

1. All signatories with signatory authority greater than any stated amount may execute documents of lesser value within the same category of authorization, and in the same manner as signatories within the category of lesser value.

2. All contracts and documents in excess of Five Million Dollars ($5,000,000), and executed by virtue of this Policy, will be reported by the President to the Board of Trustees or the Executive Committee.