

Buying Manual

Subject: Purchases with Special Procedures

Title: Student and Campus Life's Entertainment Contracts

Number: 621

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Revised:

Student and Campus Life's Entertainment Contracts**Delegation of Signature Authority**

This delegation of signature authority from the Senior Director of Procurement and Payment Services authorizes the Assistant Dean of Students and the Student and Academic Services Business Service Center Director to sign contracts for major events for students on behalf of the University only if the contract has been reviewed by the Office of University Counsel.

These contracts for major events require specific contractual language and review by the Office of University Counsel. These two departments host these events and work with both University Counsel and the Office of Risk Management and Insurance.

All modifications other than dollar value or performance date will be reviewed by the Office of University Counsel and the Office of Risk Management and Insurance.

Signature authority for the Office of Student and Academic Services and the Office of the Dean of Students for performance artists and major events up to \$100,000 is granted to:

- Shura Gat, Campus and Community Engagement Program Coordinator
- Sharon Baum, Director, Student & Academic Services (alternate)