

Signature Authority Table

Transaction Approval Item	Regents	President	President's Designee	Required Prior Approvals
<i>Employment contracts:</i>				
President	X			SVPAF, GC, HR
Athletics Coaches		X		D, GC, HR
Faculty			Provost	DH, D
<i>Personnel actions:</i>				
Faculty			Provost	DH, D, HR
Staff and Student Employees			SVPAF [AVP HR]	D/VP
<i>HR grievances and appeals</i>				
			Provost or SVPAF [AVP HR] <i>Depends upon type</i>	
<i>Non-employment Contracts:</i>				
Purchase orders and related contracts, leases, maintenance contracts and professional service agreements; related change orders			SVPAF [CPO] <i>PSC over \$10 K require SVP</i>	D/VP
Sponsored project proposals and agreements, cooperative agreements			VPR	D/VP
Joint powers agreements		X		D/VP, GC
Entertainment contracts			SVPAF [AVP Auxiliary Services]	D/VP
Athletic event contracts			AD	AD, ADBUSOFC, UGC, SVPAF
<i>Real Estate Transactions:</i>				
Transactions other than those delegated to President	X			D/VP, GC, ORE, CPO, SVPAF, President
Transactions -with term less than 5 years; OR -total cost under \$100,000; OR -not required to be filed of record.		X		D/VP, GC, ORE, CPO, SVPAF
Major construction projects	X			University Architect, CPO
<i>Financial and budgetary transactions</i>				
			SVPAF[Controller or designee]	D/VP
<i>Cash management, including investments, checks, transfers</i>				
			SVPAF [Controller or designee] Two approvals required for transfers > \$1 M	
<i>Federal surplus property acquisition</i>				
			SVPAF [CPO]	

<i>Deletions of equipment inventory and disposition of surplus property</i>	X			D/VP, SVPAF [CPO]
<i>Federal appropriations</i>			College of ACES Dean [Directors of AES/CES]	
Other Approval Items	Regents	President	President's Designee	Required Prior Approvals
Official minutes of the Board of Regents	X			
Diplomas for degrees	X			Registrar
Selection of Regents Professorships	X			Provost, President
Policy revisions	X			GC, President
Strategic/master plans	X			President
Naming requests	X			Naming Committee, VPUA, President
Honorary degrees	X			VPUA, President
University Resolutions	X			
New degree programs	X			Provost, President
Appointment of other NMSU reps to public boards	X			
Audited financial statements	X			SVPAF, President
Major reorganizations (academic)	X			Provost, President
Major reorganizations (non-academic)		X		Provost
Bonded debt instruments	X			SVPAF, GC
NMDA fees, rules and similar administrative actions	X			NMDA Director
University budget requests and adjustments submitted to HED, including operating budget, capital outlay plan and RPSP request	X			SVPAF (capital), President
Tuition and fees, room and board charges, parking fees	X			SVPAF, President
Department name changes		X		Provost, HR
NMDA licenses, permits and other regulatory matters			Secretary/Director of NMDA	
Bureau of Alcohol, Tobacco and Firearms requirements for chemical purchases and use			Chemistry Department Head or designee	

Abbreviations [Formal designees are shown in brackets]:

DH = Department Head

D/VP = Dean, Director or Vice President: a single approval, representing the highest org approval outside the central administrative offices; responsibility may be delegated to Department Head level

HR = Human Resource Services

GC = General Counsel

ORE = Office of Real Estate

CPO = Central Purchasing Office