

## Signature Authority Table

Transaction Approval Item	Regents	President	President's Designee	Required Prior Approvals
<b>Employment contracts:</b>				
President	X			SVPBF, GC, HR
Athletics Coaches		X		D, GC, HR
Faculty			Provost	DH, D
<b>Personnel actions:</b>				
Faculty			Provost	DH, D, HR
Staff and Student Employees			SVPBFHR [AVP HR]	D/VP
<b>HR grievances and appeals</b>				
			Provost or SVPBFHR [AVP HR] <i>Depends upon type</i>	
<b>Non-employment Contracts:</b>				
Purchase orders and related contracts, leases, maintenance contracts and professional service agreements; related change orders			SVPBFHR [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
Real estate transactions	X			D/VP, GC, REO, CPO, SVPBFHR
Entertainment contracts			SVPBFHR [AVP Auxiliary Services]	D/VP
Athletic event contracts			SVPBFHR	D/VP
Major construction projects	X			University Architect, CPO
<b>Financial and budgetary transactions</b>				
			SVPBFHR [Controller or designee]	D/VP
<b>Cash management, including investments, checks, transfers</b>				
			SVPBFHR [Controller or designee] Two approvals required for transfers > \$1 M	
<b>Federal surplus property acquisition</b>				
			SVPBFHR [CPO]	
<b>Deletions of equipment inventory and disposition of surplus property</b>				
	X			D/VP, SVPBFHR [CPO]
<b>Federal appropriations</b>				
			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			SVPBFHR, President
Major reorganizations (academic)	X			Provost, President
Major reorganizations (non-academic)		X		Provost
Bonded debt instruments	X			SVPBFHR, 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			SVPBFHR, SVPPPRUR (capital), President
Tuition and fees, room and board charges, parking fees	X			SVPBFHR, 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

**REO** = Real Estate Office

**CPO** = Central Purchasing Office