

**MEMORANDUM FOR THE FILE**

**DATE:** July 1, 2013

**SUBJECT:** Signature Authority Delegation

Authority to sign contracts for the University of Mary Washington is hereby delegated by the University President; who may further delegate that authority in writing as appropriate. A list of such delegations and the dollar limit of authority shall be maintained in Procurement Services. Such delegations shall include the training needed to ensure compliance with applicable laws and regulations and to uphold the integrity of the University.

In the absence of the University President, the Vice President for Administration and Finance and CFO and the Chief of Staff have delegated authority to sign contracts as his authorized designee. The Assistant Vice President for Business Services and CPO is the University's Chief Procurement and Contracting Officer. Procurement Services shall be the central university contracting office.

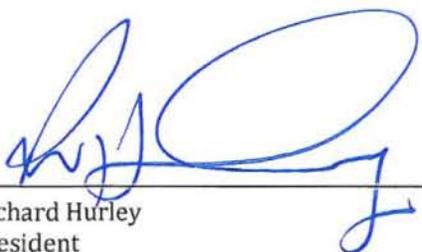
Authority to sign justifications for sole source and emergency of non-technology purchases under \$50,000, RFP justifications, and pre-bid waivers for the University of Mary Washington is delegated by the University President to the Assistant Vice President for Business Services & CPO.

The list below delineates the University official(s) delegated signature authority for specific contract categories.

**Contract Category**

**Authorized Signature**

- |  |  |
|--|--|
| Contracts between the University and Non-Governmental Entities   | - Assistant VP for Business Services & CPO |
| Contracts between the University and Other Governmental Entities | - President or Designee                    |
| Federal, State, And Foundation Grant Applications                | - President or Designee                    |
| Employment Contracts   | - President or Designee                    |



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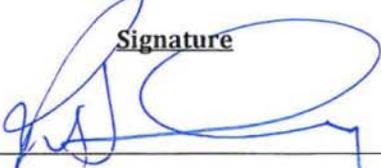
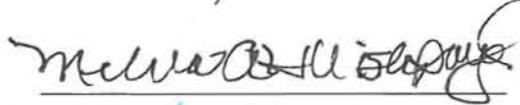
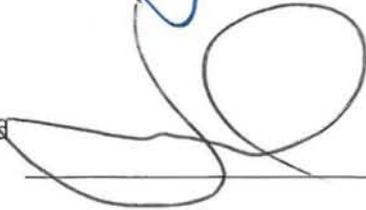
Richard Hurley  
President  
University of Mary Washington  
1301 College Avenue  
Fredericksburg, VA 22401

**SIGNATURE CARD**

July 1, 2013

Effective this date, officials whose names, titles, and signatures appear below have the authority to sign procurement and surplus property documents issued by the University of Mary Washington.

**Agency Name:** University of Mary Washington  
**Address:** 1301 College Avenue, Fredericksburg, VA 22401  
**Agency Head:** Richard Hurley

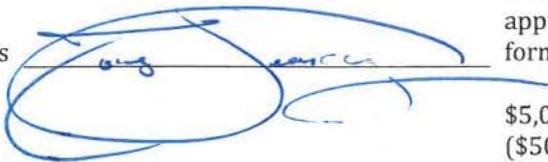
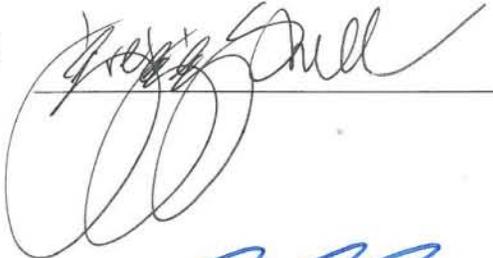
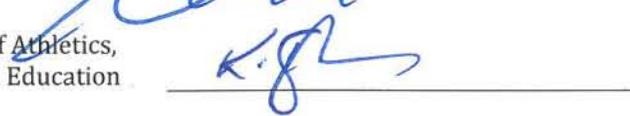
<u>Name and Title</u>	<u>Signature</u>	<u>Dollar Threshold</u>
<b>Richard Hurley</b> President		Unlimited
<b>Richard Pearce</b> Vice President for Administration and Finance & Chief Financial Officer		Unlimited
<b>Martin Wilder Jr.</b> Chief of Staff		Unlimited
<b>Erma Baker, CPPO, VCO</b> Assistant Vice President for Business Services & Chief Procurement Officer		Unlimited
<b>Melva Kishpaugh, VCO</b> Assistant Director of Procurement Services		\$500,000
<b>Melissa Myers, VCO</b> Buyer Specialist		\$100,000
<b>Shannon Finley, VCO</b> Buyer Specialist		\$100,000
<b>Pauline Jenkins, VCO</b> Buyer Specialist		\$100,000
<b>Gary Hobson, VCCO</b> Director of Capital Planning and Construction		Unlimited for A/E and construction contracts; CO forms
<b>Joseph Mollo</b> Director of Student Activities and Engagement		\$5,000 (\$50,000 for Student Activities purchases that are exempt from competition-entertainers, performers-using AG approved form and vendor contracts when accompanied by AG approved addendum to Performer or Agent's form contract)

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<u>Name and Title</u>	<u>Signature</u>	<u>Dollar Threshold</u>
<b>Douglas Searcy</b> Vice President for Student Affairs		\$5,000 (\$50,000 for Student Activities purchases that are exempt from competition-entertainers, performers-using AG approved form and vendor contracts when accompanied by AG approved addendum to Performer or Agent's form contract)
<b>M. Gregg Stull</b> Chair/Professor of Theatre and Dance		\$5,000 (\$50,000 for entertainment purchases that are exempt from competition-entertainers, performers-using AG approved form and vendor contracts when accompanied by AG approved addendum to Performer or Agent's form contract)
<b>Cedric Rucker</b> Associate Vice President and Dean for Student Life		\$5,000 (\$50,000 for Student Activities purchases that are exempt from competition-entertainers, performers-using AG approved form and vendor contracts when accompanied by AG approved addendum to Performer or Agent's form contract)
<b>Kenneth Tyler</b> Athletics Director of Athletics, Health and Physical Education		Sponsorship Agreements (where no goods/services are exchanged) Sponsors are "named" contributors to UMW

UMW Bookstore purchases for resale are exempt from the Virginia Public Procurement Act § 2.2-4343.7.

**University Bookstore**

The University Bookstore has procurement authority to order goods for resale within the operating constraints of the store and the university. The store operates under the premise of a revenue generating entity.