



***COLUMBUS STATE UNIVERSITY***  
**DELEGATION OF AUTHORITY MEMORANDUM**

**I. PURPOSE:**

The purpose of this Memorandum is to confirm the circumstances under which contracts can be executed on behalf of Columbus State University and to authorize certain officials at CSU to act on the President's behalf.

The "delegation of authority" is the formal recorded conveyance of authority to bind the University within the scope of authority to a legally enforceable obligation. Any such transfer of powers and duties are therefore significant actions requiring great care and scrutiny.

**II. BOARD OF REGENTS:**

This Memorandum is consistent with the policies of the Board of Regents of the University System of Georgia (BOR), which, except in certain limited circumstances, gives the President of each institution of higher education broad authority to enter into agreements necessary for the daily operation of the University and to delegate such authority to certain specified officials. The relevant BOR policies are referenced in the [CSU Delegation of Authority Matrix](#).

In each instance, the delegation of authority applies to the incumbent in the named position or any replacement position at the time of the action and may be withdrawn or changed at the discretion of the President.

**III. ACTIONS IN PRESIDENT'S ABSENCE:**

In the event that the President is away from campus or otherwise not available during a situation that calls for immediate action on behalf of the University, the Provost & Executive Vice President is authorized to act on behalf of the University.

**IV. TRAVEL:**

Authorization and approval to travel under the Guidelines for University Sponsored Travel are delegated to the Head of the Division or Department with budget authority as set forth more fully in the [CSU Delegation of Authority Matrix](#).

**V. BINDING AUTHORITY:**

The proper delegation of authority to execute contracts with external entities that bind Columbus State University and all legal entities under its control is required to minimize financial, legal and related risks and to ensure that appropriate fiscal and management controls are in place for the betterment of the entire institution.

Because of the large number of proposals, contracts, and memoranda to be signed and executed in carrying out the business of Columbus State University, certain officials are hereby authorized to execute agreements on behalf of Columbus State University, as outlined in the [CSU Delegation of Authority Matrix](#).

#### **VI. SUB-DELEGATION OF AUTHORITY:**

The authority delegated to the specific individuals identified above by the University President may be sub-delegated to other individuals who are current University employees, are knowledgeable of and about the policies of the University and Board of Regents, and over whom the delegator has management authority.

Under these circumstances, the delegator may:

- retain full discretion to reserve to themselves any authority delegated to them;
- may delegate authority as long as it is not expressly disallowed or limited in any way;
- may not delegate authority greater than that which has been delegated; and
- remains responsible and accountable at all times for the exercise of any authority they have delegated to others.

Any and all sub-delegations must adhere to the following requirements:

- be in writing;
- be made to a specific individual with an official university position title included;
- must clearly define the nature and extent of the authority being delegated, and must be approved in writing by the President.

A copy of each written sub-delegation of authority shall be provided to the delegate, the University President and the Office of General Counsel.

Sub-delegations can be revoked at any time by the delegator, without notice, provided it is in writing and a copy provided to the President and Office of General Counsel.

#### **VII. PURCHASING AGREEMENTS:**

The authority to commit University funds for supplies, materials, equipment and certain contractual services has been delegated to the Purchasing Office within the limits established by DOAS, State Purchasing Division. Agreements for the purchase of goods and services should be reviewed, approved and executed within DOAS and University purchasing guidelines and policies. See [CSU Delegation of Authority Matrix](#).

#### **VIII. AFFILIATED ENTITIES**

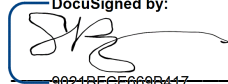
Affiliated entities of Columbus State University such as the CSU University Foundation and Foundation Properties, Inc. are legally distinct and independently controlled. Contracts entered into on behalf of affiliated entities are not subject to this Memorandum and should be entered into pursuant to the

rules and policies of the affiliated entity, provided, however, that any such contracts which materially implicate the resources and assets of the University should be reviewed by the Office of General Counsel prior to execution and may need to be reviewed by additional university officials.

**IX. CONTRACT ROUTING AND REVIEW:**

Notwithstanding authority provided pursuant to this Memorandum, all proposed contracts prior to their execution must be reviewed in conjunction with the University's Contract Review Policy unless expressly exempt under the terms of such Policy.

**APPROVED:**

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Dr. Stuart Rayfield  
President

7/5/2023 | 5:35 PM EDT

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Date