

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Policy No: 009-140814

Title: Department Signature Authority for Procurement

The following procedure shall be utilized within Facilities Management to ensure appropriate controls and approvals are secured for procurement of supplies, materials, goods, services and contracts.

Signature authority approval levels are explained below. Should the individual listed with approval authority not be present on campus due to illness, vacation, business travel or other purpose, such decision shall be transferred to said individual's supervisor. In the event the Associate Vice President is not present on campus, said position's authority shall be transferred to the individual delegated such authority per Department Policy 002- Acting Associate Vice President for Facilities Management.

Use of blanket purchase orders shall follow Department Procedure FSS008-131113 Use of Blanket Purchase Orders.

Department procurement activities shall be in compliance with Department Policy 004- Budget Principles.

All procurement activity related to campus construction projects shall follow the most current and approved Capital Outlay Management Plan.

While the Department's designated Facility Support Services Business Coordinator, Financial & Administrative Analyst, Buyer, and Storekeeper are authorized to procure supplies, materials, goods, and services as well as facilitate entry into contracts on behalf of Facilities Management. Unless as otherwise noted herein, such shall not take place unless approved by the individuals with the required approval authority level for the applicable area. Based on these positions being afforded authorization to conduct such activities, both directly and indirectly through approval of a manager, each shall be included in the Signature Authority Form for the areas listed below.

Specific Facilities Management units, construction project, utilities, energy rebate trust and construction management trust approval authorities are as listed below:

- **Unit: Facilities Management Administration**
 - Unit (Department) ID: D30011
 - Levels of Authority
 - Approval authority, all levels
 - Associate Vice President

- **Unit: Facility Support Services**
 - Unit (Department) ID: D30013
 - Levels of Authority
 - Approval authority valued at up to \$500 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority valued at up to \$10,000
 - Facility Support Services Business Coordinator
 - Approval authority valued higher than \$10,000 must be approved by the Associate Vice President.

- **Unit: Custodial**
 - Unit (Department) ID: D30014
 - Levels of Authority
 - Approval authority valued at up to \$8,000 for warehouse supplies only
 - Buyer
 - Approval authority valued at up to \$10,000
 - Manager, Custodial & Logistics Services
 - Custodial Supervisor
 - Approval authority valued higher than \$10,000 must be approved by the Associate Vice President.

- **Unit: Grounds**
 - Unit (Department) ID: D30015
 - Levels of Authority
 - Approval authority valued at up to \$500 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority for use of blanket purchase orders
 - Full Time, Year-Round Staff as follows: Gardening Specialists, Grounds workers, Light Auto Equipment Operator (Grounds), Facility Worker (Grounds), Facility Maintenance Mechanic (Grounds)
 - Approval authority valued at up to \$5,000
 - Director of Sustainability
 - Approval authority valued higher than \$5,000 must be approved by the Associate Vice President.

- **Unit: Trades**
 - Unit (Department) ID: D30016
 - Levels of Authority
 - Approval authority valued at up to \$500 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority for use of blanket purchase orders • Full Time, Year-Round Staff as follows: Carpenters, Facility Maintenance Mechanics, Facility Workers, Lead Painter, Painters, Plumbers, Electricians
 - Approval authority valued at up to \$5,000
 - Facility Project Supervisor
 - Approval authority valued at up to \$10,000
 - Building Trades Manager
 - Approval authority valued higher than \$10,000 must be approved by the Associate Vice President.

- **Unit: Engineers**
 - Unit (Department) ID: D30017
 - Levels of Authority
 - Approval authority for use of blanket purchase orders
 - Full Time, Year-Round Staff as follows: Lead Building Service Engineer, Building Service Engineers, Electrician (Alarm Specialist)
 - Approval authority valued at up to \$1,000 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority valued at up to \$10,000
 - Chief Engineer/Energy Manager
 - Approval authority valued higher than \$10,000 must be approved by the Associate Vice President.

- **Unit: Warehouse**
 - Unit (Department) ID: D30018
 - Levels of Authority
 - Approval authority for use of blanket purchase orders
 - Full Time, Year-Round Staff as follows: ASAll (Front Desk/Reception), ASAll (Work Control), ASAll (Timekeeper), Buyer, Storekeeper
 - Approval authority valued at up to \$100 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority valued at up to \$5,000
 - Storekeeper
 - Approval authority valued at up to \$10,000
 - Facility Support Services Business Coordinator
 - Approval authority valued higher than \$10,000 must be approved by the Associate Vice President.

- **Unit: Auto Shop & Motor Pool**
 - Unit (Department) ID: D30019
 - Levels of Authority
 - Approval authority for use of blanket purchase orders
 - Full Time, Year-Round Staff as follows: Lead Auto Mechanic, Auto Mechanic
 - Approval authority valued at up to \$1,000 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority valued at up to \$10,000
 - Chief Engineer/Energy Manager
 - Approval authority valued higher than \$10,000 must be approved by the Associate Vice President.

- **Unit: Distribution Services**
 - Unit (Department) ID: D30021
 - Levels of Authority
 - Approval authority for use of blanket purchase orders
 - Full Time, Year Round Staff as follows: Light Auto Equipment Operator, Warehouse Worker, Storekeeper
 - Approval authority valued at up to \$5,000 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority valued at up to \$10,000
 - Custodial & Logistics Services Manager
 - Approval authority valued higher than \$10,000 must be approved by the Associate Vice President.

- **Unit: Sustainability**
 - Unit (Department) ID: D30027
 - Levels of Authority
 - Approval authority for use of blanket purchase orders
 - Full Time, Year-Round Staff as follows: Light Auto Equipment Operators (Sustainability)
 - Approval authority valued at up to \$500 for non-blanket, non-warehouse supplies
 - Buyer
 - Approval authority valued at up to \$2,500
 - Sustainability Coordinator
 - Approval authority valued at up to \$5,000
 - Director of Sustainability
 - Approval authority valued higher than \$5,000 must be approved by the Associate Vice President.

- **Unit: Construction Management**
 - Unit (Department) ID: D30028
 - Levels of Authority
 - Approval authority valued at up to \$2,500
 - Construction Manager
 - Approval authority valued higher than \$2,500 must be approved by the Associate Vice President.
 - NOTE: For operational procurement purposes only. All other construction project associated procurement shall be as outlined in the most recently adopted Capital Outlay Management Plan.

- **Unit: Planning & Design**
 - Unit (Department) ID: D30027
 - Levels of Authority
 - Approval authority valued at up to \$2,500
 - Associate Director- Planning & Design
 - Approval authority valued higher than \$2,500 must be approved by the Associate Vice President.
 - NOTE: For operational procurement purposes only. All other construction project associated procurement shall be as outlined in the most recently adopted Capital Outlay Management Plan.

- **Unit: Campus Approved Projects**
 - Unit (Department) ID: D30037
 - Levels of Authority
 - All procurement shall follow levels of authority as outlined in the most recently adopted Capital Outlay Management Plan.

- **Department: Campuswide Utilities**
 - Unit (Department) ID: U90016
 - Levels of Authority
 - Approval authority valued at up to \$100,000
 - Chief Engineer/Energy Manager, Sustainability Director
 - Approval authority valued higher than \$100,000 must be approved by the Associate Vice President.

- **Trust: Utility Rebate**
 - Trust (Fund) ID: TV040
 - Levels of Authority
 - Approval authority for all procurement activities.
 - Associate Vice President
 - Exception: Procurement for projects shall follow the levels of authority as outlined in the most recently adopted Capital Outlay Management Plan.

- **Trust: Construction Management**

- Trust (Fund) ID: SC100
- Levels of Authority
 - Approval authority for all procurement activities unless specifically outlined in separate written memorandum for specific construction projects
 - Associate Vice President
 - NOTE: For operational procurement purposes only. All other construction project associated procurement shall be as outlined in the most recently adopted Capital Outlay Management Plan.

REFERENCES

- Policy 002- Acting Associate Vice President, Facilities Management
- Policy 004- Budget Principles
- Procedure FSS008-131113 Use of Blanket Purchase Orders