

Non-Purchasing Signature Authority Matrix  
Contracts/Agreements/Grants

	Executive Directors/ Directors/ Deans	Chief of Staff	Associate VP (as appropriate)	VPTL	VPAF or designee	VPSS	VPIT	VPWISP	CHRO	President or designee	Board of Trustees	Office of Record***
EXTERNAL ARRANGEMENTS												
Agreements with hospitals for use of clinical sites	R*	-	R**	A	R	-	-	A**		D	D	Health Sciences Division/CEWD**
Articulation of credit courses with other institutions/agencies	R	-	-	R	R	R				A	D	Office of Origin
Agreements that lead to certain purchasing agreements: Union Contracts	R	-	-	A*	R, A*	A*	A*	A*	R	D	D	Office of Origin
Continuing Education and Workforce Development contracts to offer courses, programs, services for:												
• 0-\$24,999.99	R*	-	A		-	-	-	D	-	D	D	CEWD
• \$25,000-\$49,999.99	R*	-	R		-	-	-	A	-	D	D	CEWD
• \$50,000-\$99,999.99	R*	-	R		R	-	-	R	-	A	D	CEWD
• \$100,000-up	R*	-	R		R	-	-	R	-	R	A	CEWD
All other contracts to offer courses, programs, services, or productions for:												
• 0-\$24,999.99	R	A*	-	A*	A*	A*	A*	A*		-	D	Office of Origin
• \$25,000-\$99,999.99	R		-	R*	R	R*	R*	R*		A	D	Office of Origin
• \$100,000-up	R	-	R	R	R	-	-	R*		R	A	Office of Origin

Keys:  
A = Approve    D = Disclose    R = Review

VPAF = Vice President of Administration and Finance  
VPIT = Vice President of Information Technology  
VPSS = Vice President of Student Success  
VPTL = Vice President of Teaching and Learning  
VPWISP = Vice President of Workforce, Innovation and Strategic Partnerships  
CHRO = Chief Human Resources Officer

\*Supervisor of the area that generated the agreement  
\*\*Continuing Education or Workforce Development activity  
\*\*\*The finance office retains copies of any contract involving the expenditure of HCC funds

Note: Signatures on non-purchasing contracts follow purchasing contract signature limits as outlined in 62.05.04, except that executive director/director/division dean level sign under \$25,000. The responsibility for managing the agreement rests with the executive director/director/division dean level.

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Contracts/Agreements/Grants  
(Continued)

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Facility Use (& Gateway “rentals”) Levels of Insurance Liability (per event):												
Fewer than 500 people	R, <b>A</b>	<b>A</b> *	<b>A</b>	<b>A</b> *	R, <b>A</b> *	<b>A</b> *	<b>A</b> *	D	-	-	-	Office of Origin
500 people or more	R	-		-	R	-	-	R**	-	<b>A</b>	-	Office of Origin
Youth Programs – Student Support (i.e., athletic camps, etc.)	R	-	R	-	R	<b>A</b>	-	R, <b>A</b>	-	D	-	Office of Origin
Other Academic Agreements	R	-	-	<b>A</b>	-	-	-	<b>A</b> **	-	-	-	Office of Origin
Test Center Agreements	R	-	-	-	-	<b>A</b>	-		-	D	-	Test Center
INTERNAL ARRANGEMENTS												
Negotiated Intellectual Property Agreements:												
• 0-\$24,999.99	R	-	-	R*	R	R*	R*	R*		-	-	Office of Origin
• \$25,000-\$99,999.99	R	-	-	R*	R	R*	R*	R*		<b>A</b>	-	VP
• \$100,000-up	R	-	-	R*	R	R*	R*	R*		R	<b>A</b>	President/designee

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