

Signature Card

The University of Mary Washington is granted authority for procurement under the *Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ 23-38.88 et seq.) of Title 23 of the Code of Virginia “Governing Rules”, and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, and by the Ethics in Public Contracting provisions of the Virginia Public Procurement Act, Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of Title 2.2 of the Code of Virginia.*

The UMW Procurement Services Office is the central contracting office for the University for materials, supplies, equipment, printing, and services. All such purchases made by any University department shall be made in accordance with the *Governing Rules*, and such rules and regulations as UMW may prescribe.

The University shall not issue payment upon any voucher for any using department covering the purchase of materials, equipment or supplies, when such purchases are made in violation of law. Contracts awarded in violation of the *Governing Rules*, are voidable. **Contracts signed by individuals without authority to do so are void from the beginning. Individuals awarding contracts without the authority to do so may be held personally liable for payment to the contractor.**

The official signature card with title names and wet signatures is held by Procurement Services in a secure location, and is updated to reflect changes within the organization.

Title	Dollar Threshold
President Troy Paino	Unlimited
Vice President for Administration and Finance & CFO Paul Messplay	Unlimited
Special Advisor to the President Jeffrey W. McClurken	Unlimited
Director of Procurement Services Melva A. H. Kishpaugh	Unlimited
Senior Contract Officer Patricia Canciglia	\$100,000
Contract Officer James DeLoatch	\$100,000
Contract Officer Angela Lilly	\$100,000
Senior Contract Officer Michelle Pickham	\$250,000
Director of Capital Planning and Construction Gary Hobson, VCCO	Unlimited for A/E and construction contracts; CO Forms
Director of Student Activities and Engagement Sandrine Sutphin	\$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
Assistant Dean of Student Involvement Melissa Jones	\$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)
Vice President for Student Affairs Juliette Landphair	\$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)
Chair/Professor of Theatre and Dance M. Gregg Stull	\$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)
Associate Vice President and Dean for Student Life Cedric Rucker	\$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)
Art and Art History Associate Professor Rosemary Jesinowski	Unlimited authority to sign gallery contracts and agreements for visiting artists 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.
Special Assistant to the President for University Events Susan B. Worrell	Unlimited authority to sign campus facility leasing agreements, using OAG-approved templates.
Events Manager for University Events Susan Lafayette	Unlimited authority to sign campus facility leasing agreements, using OAG-approved templates.
Executive Director, Continuing and Professional Studies Kimberly Young	Unlimited authority to sign campus facility leasing agreements, using OAG-approved templates.
Assistant Director, Continuing and Professional Studies Jennifer Cooper	Unlimited authority to sign campus facility leasing agreements, using OAG-approved templates.
Athletics Director of Athletics, Health and Physical Education Patrick Catullo	Sponsorship Agreements (Where no goods/services are exchanged) Sponsors are "named" contributors to UMW
University Bookstore	UMW Bookstore purchases for resale are exempt from competition, per the <i>Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ 23-38.88 et seq.) of Title 23 of the Code of Virginia (§ 35 Exemption for certain records)</i> 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.