

**MEMORANDUM FOR THE FILE**

**DATE:** July 1, 2022

**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 necessary education 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 Director of Procurement Services 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, and for written determination as per § [2.2-3110.5](#) for the University of Mary Washington is delegated by the University President to the Director of Procurement Services and may be further delegated under small purchase procedures.

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

<b><u>Contract Category</u></b>	<b><u>Authorized Signature</u></b>
Contracts between the University and Non-Governmental Entities	- Director of Procurement Services
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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Troy D. Paino  
President  
University of Mary Washington  
1301 College Avenue  
Fredericksburg, VA 22401

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 Procurement 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.*

<u>Title</u>	<u>Dollar Threshold</u>
President Troy Paino	Unlimited
Vice President for Administration and Finance & CFO Paul Messplay	Unlimited
Chief of Staff Jeffrey W. McClurken	Unlimited
Director of Procurement Services Melva A. H. Kishpaugh	Unlimited
Senior Contract Officer Patricia Canciglia	\$350,000
Senior Contract Officer Michelle Pickham	\$350,000
Contract Officer Kenneth Manahan	\$200,000
Contract Officer Lindsay Fare	\$200,000
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	\$10,000 (\$200,000 for Student Activities purchases that are exempt from competition-entertainers, performers-using OAG approved form and vendor contracts when accompanied by OAG approved addendum to Performer or Agent’s form contract)
Dean of Students & Associate VP for Student Affairs Melissa Jones	\$10,000 (\$200,000 for Student Activities purchases that are exempt from competition-entertainers, performers-using OAG approved form and vendor contracts when accompanied by OAG approved addendum to Performer or Agent’s form contract)

<b>Title</b>	<b>Dollar Threshold</b>
Vice President for Student Affairs Juliette Landphair	\$10,000 (\$200,000 for Student Activities purchases that are exempt from competition-entertainers, performers-using OAG approved form and vendor contracts when accompanied by OAG approved addendum to Performer or Agent's form contract)
Chair/Professor of Theatre and Dance M. Gregg Stull	\$10,000 (\$200,000 for entertainment purchases that are exempt from competition-entertainers, performers-using OAG approved form and vendor contracts when accompanied by OAG approved addendum to Performer or Agent's form contract)
Chair/Associate Professor of Art & Art History Jon McMillan	Unlimited authority to sign gallery contracts and agreements for visiting artists that are exempt from competition-entertainers, performers- using OAG approved template and vendor contracts when accompanied by OAG-approved addendum to Performer or Agent's form contract.
Chair/Professor of Music James Brooks Kuykendall	\$10,000 (\$200,000 for entertainment purchases that are exempt from competition-entertainers, performers-using OAG approved form and vendor contracts when accompanied by OAG approved addendum to Performer or Agent's form contract)
Executive Director of Events Susan B. Worrell	Unlimited authority to sign campus facility leasing agreements, using OAG-approved template.
Director of Conferencing and Scheduling Susan Lafayette	Unlimited authority to sign campus facility leasing agreements, using OAG-approved template.
Director of Operations, Jepson Alumni Executive Center Lauren Slater	Unlimited authority to sign campus facility leasing agreements, using OAG-approved template.
Executive Director, University Museums Scott Harris	Unlimited authority to sign campus facility leasing agreements, using OAG-approved template.
Executive Director, Continuing and Professional Studies Kimberly Young	\$10,000.00 \$200,000.00 for Instructional/Speaker purchases that are exempt from competition, using the OAG-approved form and vendor contracts when accompanied by OAG-approved UMW Contractor's Form Addendum.
Director of Athletics, Health and Physical Education Patrick Catullo	Sponsorship Agreements (Where no goods/services are exchanged) Sponsors are "named" contributors to UMW.
Director of Business Services Kathy Sandor	\$10,000.00 (Unlimited authority to sign Merchant Agreement for EagleOne Card using OAG-approved template; Unlimited authority to sign UMW non-exclusive Collegiate Licensing Agreement using OAG-approved template.)
Associate VP for Finance Julie Smith	Unlimited Authority to sign contracts with external entities for purposes of acceptance of grants on behalf of UMW.