

DELEGATION OF AUTHORITY – SUBCONTRACTS AND PURCHASE ORDERS  
DATED APRIL 2006

Maximum Signature Authority

SOS Buyer	\$10,000
Purchasing Agent	\$50,000
Contracting Officer	\$150,000
Sr. Contracting Officer	\$250,000
Contracting Manager	\$250,000
Associate Director, Purchasing	\$500,000
Associate Director, Property & Support Services	\$500,000
Director, Procurement Services	\$1,000,000

The delegation of signature authority for the procurement of services, supplies, and construction issued by the Purchasing Services Department are set forth in this document and are incorporated in the Purchasing Policies and Procedures Manual, as governed by Caltech institutional precepts. This delegation is subject to the following restrictions and limitations:

(1) redelegation of procurement authority up to \$1M from the Director, Procurement Services to the Associate Director, Purchasing Services, and/or the Associate Director, Property & Support Services, is hereby granted during any absence of said Director.

(2) redelegation of procurement authority up to \$500K from the Associate Director, Purchasing Services, and/or the Associate Director, Property & Support Services, to respective Contracting Managers, is hereby granted during any absence of said Associate Director.

(3) the cognizant purchasing official will sign any purchase order, contract and/or subcontract within their stated dollar limitation. Likewise a cognizant official will sign unilateral modifications issued under "Changes," or which merely increase the amount allocated under an incrementally funded purchase order, contract or subcontract. However, unilateral modifications which increase the estimated cost or authorized expenditure of the purchase order, contract or subcontract so as to exceed the authority of the original signatory must be signed by a cognizant official with commensurate delegation;

(4) the Associate Vice-President of Finance & Controller will review and approve all purchase orders, contracts and/or subcontracts over \$1.0 million and also all procurements regardless of dollar value, considered sensitive in nature;

(5) the Office of General Counsel will review all purchase orders, contracts and/or subcontracts in excess of \$1.0 million and also all procurements, regardless of dollar value, which the purchasing officials consider to be sensitive in nature;

(6) adequate internal controls will be maintained to ensure that funding authority sufficient to cover Caltech's financial liability is available; and

(7) a report summarizing all executed purchase orders, contracts and/or subcontracts over \$500,000 will be submitted to the Vice-President for Business and Finance and a report summarizing all executed purchase orders, contracts and/or subcontracts over \$1.0 million and will be submitted to the Board of Trustees or the Executive Committee.