

University Guidelines

Section 3.13 Financial Services: Procurement

Procurement Authority Delegation (*5 Policies of the Board of Trustees C, 1, a*)

Issued: December 2025

Replaces:

Under *5 Policies of the Board C, 1, a*, the Board of Trustees has delegated to each University Procurement Director and their appropriate staff, the authority to purchase goods and services. This University Guideline provides guidance related to the authority granted to the Procurement Directors and the Procurement staff.

The Procurement Directors may delegate authority to purchase goods and services to his/her staff, which includes Assistant Directors, Associate Directors and Purchasing Officers. The delegation authority to Procurement staff is limited to contracts valued at \$100,000 or less. The President may approve delegation authority to an individual Procurement staff member in excess of \$100,000. The Procurement Directors' delegations to Procurement staff shall be in writing.

In the absence of the Procurement Director, the Director's supervisor may execute procurement contracts valued in excess of \$100,000 subject to such approvals as required under *5 Policies of the Board C.1*.

The Procurement Directors and their delegates are responsible for ensuring all required approvals are received and appropriate legal review is complete, before executing the contract. Employees authorized to procure goods and services on behalf of the University shall have on file with the State of Illinois Comptroller the Contract Signature Authorization Form SCO-470.



Daniel F. Mahony
President

12/18/2025

Date