



**UAR NUMBER:** 905.01

**TITLE:** Presidential Approvals

**ORIGINATOR(S):**

Office of the President

**INITIAL ADOPTION:** 04/01/18

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY     STAFF    STUDENTS    VENDORS    OTHER (SPECIFY):

**PURPOSE:**

To serve as an official guideline for documents and approval requests that require review and written approval by the President before final execution. These approvals are in addition to other routine approval requirements included in all other Board-approved policies and UARs.

**SCOPE:**

All MSU employees

**DESCRIPTION (INCLUDE DEFINITIONS):**

The following statements will function as the official guidelines of Morehead State University as it relates to the processing of documents, contracts, Memorandum of Agreements, Memorandum of Understanding, leases and other actions that when executed will obligate or bind the institution financially. These requirements are in addition to all approval requirements set forth in other UARs and Board-approved policies.

Copies of approval forms and routine sheets are available from the Office of Procurement Website at [www.moreheadstate.edu/Administration/Procurement](http://www.moreheadstate.edu/Administration/Procurement) .

**Guidelines:**

In addition to all other approval processes set forth in Board-approved policies and operating guidelines, the University President shall review and approve the following items prior to final execution:

- All leases for property and/or equipment
- All speaker/entertainer contracts that exceed \$2,500
- All personal service contracts
- All international travel requests
- All requests to solicit competitive bids or proposals for goods and services
- All final award contracts to a vendor resulting from pre-approved bid or proposal process
- All requests to post and hire a full-time position
- Final hiring recommendation (PAR) for all hires – with recommended candidate’s resume/CV attached
- All PAR’s awarding supplemental pay for employees
- A comprehensive list of service contracts up for renewal will be approved and reported annually during the budget development process prior to award/renewal in the upcoming fiscal period.
- All memorandums of agreement (MOA’s) and memorandums of understanding (MOU’s) with outside agencies, institutions or other individuals or entities
- Construction change orders over \$10,000
- All athletic sponsorship contracts and contracts of employment
- Any legal settlement agreements

**APPROVED BY:**

VICE PRESIDENT: (CFO) Teresa Lindgren DATE: 4-1-18

APPROPRIATE INSTITUTIONAL REVIEW: Gene V. Fitzpatrick DATE: 4-3-18

PRESIDENT: Josh Morgan DATE: 4-1-18