

**VILLANOVA UNIVERSITY SIGNING AUTHORITY
AND CONTRACT REVIEW PROCEDURE**

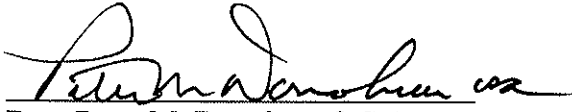
1. Board or Executive Committee Approval. Contracts and other financial commitments in excess of \$500,000 must be approved by either the Executive Committee or the full Board of Trustees. Upon Board or Executive Committee approval, contracts in this category may be executed by the President or by any other person duly authorized by the Board of Trustees, the Executive Committee of the Board or the President of the University.
2. President's Approval. Contracts and other financial commitments in excess of \$250,000 but less than \$500,000 must be approved by the President. Contracts in this category may be executed by the President, the appropriate Vice President, or any other person duly authorized by the President.
3. Vice President Approval. Contracts and other financial commitments up to \$250,000 must be approved by either the President or the appropriate Vice President or the Chief Information Officer. Contracts in this category may be executed by the President, the appropriate Vice President, the Chief Information Officer or any other person duly authorized by the President. Any Vice President may authorize in writing others in his or her area at the Assistant or Associate Vice President or Executive Director level to sign contracts on his or her behalf, in accordance with the requirements set forth in this Procedure.
4. Research Grants and Agreements. Notwithstanding the provisions of paragraphs 1-3 above, the President, Vice President for Academic Affairs and the Assistant Vice President for Academic Affairs (Research and Sponsored Projects) shall have full authority to execute all research and training grants, contracts or other agreements, including all documents required in connection with the initiation, operation and termination of such contracts, grants and agreements, provided that all such documents have been reviewed and approved pursuant to all applicable University research policies.

5. Facilities Management Contracts. Notwithstanding the provisions of paragraphs 1-3 above, the Vice President for Administration and Finance and the Associate Vice President for Facilities Management shall have the full authority as delegated by the President to execute all contracts involving facilities management projects included in the capital and/or operating budgets previously approved by the Board provided, as to contracts above the limits described in paragraph 1, that the Board of Trustees or Executive Committee authorizes contract execution by the Vice President or the Associate Vice President at the time of the Board or Executive Committee approval of the capital and/or operating budget.
6. Chief Information Officer. Notwithstanding the provisions of paragraphs 1-3 above, the Chief Information Officer shall have the full authority as delegated by the President to execute all contracts involving information technology projects included in the capital and/or operating budgets previously approved by the Board provided, as to contracts above the limits described in paragraph 1, that the Board of Trustees or Executive Committee authorizes contract execution by the Chief Information Officer at the time of the Board or Executive Committee approval of the capital and/or operating budget.
7. Director of Procurement. Notwithstanding the provisions of paragraph 3, the Director of Procurement and the Associate Vice President for Finance shall have the full authority as delegated by the President to execute all purchase orders and purchase contracts up to a dollar limit of \$250,000, or such higher dollar limit or for such additional specific areas of authority as are authorized by the Vice President for Administration and Finance, provided that for any contracts in excess of \$500,000, such contracts have been approved in accordance with paragraph 1.
8. Athletic Director. Notwithstanding the provisions of paragraph 3, the Athletic Director shall have the full authority as delegated by the President to execute contracts, up to a dollar limit of \$250,000, involving payment for services of athletic referees and officials, game guarantees for visiting teams, away game expenses and accommodations for traveling Villanova University teams and the like. Contracts over \$250,000 or outside the narrow areas of authority described in this paragraph shall be authorized as stated in paragraphs 1-3 of this Signing Authority and Contract Review Procedure.
9. Director of Dining Services and Director of the University Shop. Notwithstanding the provisions of paragraph 3, the Director of Dining Services and the Associate Vice President for Auxiliary Services shall have the full authority as delegated by the President to execute contracts for the acquisition of food up to a dollar limit of \$250,000 and the Director of the University Shop and the Associate Vice President for Auxiliary Services shall have full authority as delegated by the

President to execute contracts for the acquisition of University Shop merchandise up to a dollar limit of \$250,000. Contracts over \$250,000 or outside the narrow areas of authority described in this paragraph shall be authorized as stated in paragraphs 1-3 of this Signing Authority and Contract Review Procedure.

10. Vice President and General Counsel. In addition to the approvals required under Paragraphs 1-9 above, all contracts (including leases and rental agreements) involving dollar amounts in excess of \$10,000 over the term of the contract must be reviewed, and approved as to form and legality, by the University's Office of the Vice President and General Counsel. Further, the following types of contracts (regardless of the dollar amounts involved) **MAY NOT** be signed without review by the Office of the Vice President and General Counsel:
 - a) Contracts involving the use of the University's facilities;
 - b) Contracts involving the use of the University's intellectual property, including trademarks and logos;
 - c) Contracts requiring the University to provide indemnification or insurance to an outside party;
 - d) Contracts in which members of the University community or third parties are engaging in high-risk activities;
 - e) Contracts involving the lease or purchase of real estate;
 - f) Contracts in which the University provides off-campus educational programs.
11. Each University official authorized to execute contracts under this procedure has an independent obligation to bring contracts or expenditures of any amount no matter how nominal to the attention of the President if the contract or expenditure may reflect adversely on the reputation of the University, appears to run contrary to the University's Mission Statement or other University policies or otherwise appears improper in any respect.
12. The University may change this Policy at any time or from time to time.

THE OFFICE OF THE PRESIDENT

A handwritten signature in cursive script, appearing to read "Peter M. Donohue", written over a horizontal line.

Rev. Peter M. Donohue, O.S.A.
President

Date: 3/16/09