

University System of New Hampshire

Financial and Administrative Procedures

Title: Contracting and Purchasing Delegations

Procedure: 6-002

Issued By: USNH Financial Services

Approved By: USNH Chief Financial Officer

Issued Date: 7/1/2005

Revised Date: 5/11/2018

Effective Date: 07/01/2018

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## **1. POLICY OVERVIEW**

- A. This procedure depicts the flow of the delegation authority from RSA 187.A (the establishment of the University System of New Hampshire) as described in the USNH Charter to the Board of Trustees and then to the Vice Chancellor for Finance and Administration and Treasurer (VCFA). It also shows the delegation of authority from the VCFA to other officials within USNH or at the constituent institutions of USNH.

## **2. DELEGATION OF AUTHORITY**

### **A. Contracting Policy**

- i. Full delegation from the State to the Board of Trustees - via the charter (RSA 187.A)
- ii. Full delegation from the Board of Trustees to the USNH Treasurer
- iii. Delegations of the following from the USNH Treasurer:
  - a. Procurement related delegations to the USNH Chief Procurement Officer
  - b. Grants and contracts delegated to Campus Sponsored Programs Officers
  - c. All other contracts delegated to:
    - USNH Senior Contract Officer
    - Campus Chief Financial Officers

### **B. Procurement Policies**

- i. Delegated by the USNH Chief Procurement Officer to USNH Procurement Directors:
  - a. Set bid limits
  - b. Approve exceptions to bid