

January 23, 2023

John Yeary  
General Counsel  
Kansas Board of Regents  
1000 S. W. Jackson, Suite 520  
Topeka, KS 66612-1368

Re: Delegation of Signature Authority for Kansas State University Contracts

Dear John,

In accordance with Chapter II(D), Section 13(a)(iv) of the Kansas Board of Regents Policy Manual, concerning authorized signature designees for the execution of contracts on behalf of Kansas State University, and in addition to my signature authority as University president, I authorize the following designees to have contracting authority for the University as set forth below. Such designees include anyone temporarily holding these positions in an acting or interim role. These delegations may not be sub-delegated unless necessary for the efficient continuation of normal business processes during an identified signatory's temporary absence.

**General Contracting Authority**

Provost/Executive Vice President  
Vice President, Administration and Finance  
Associate Vice President of Financial Services

**Limited Contracting Authority**

I authorize the following designees to have limited contracting authority for all sponsored project agreements (research, instruction, and public service) and associated research and scholarly activity-related agreements, including grants, contracts, cooperative agreements, material transfer agreements, confidentiality agreements, and the like:

Vice President for Research  
Senior Associate Vice President for Research  
Associate Vice President, Research and Sponsored Programs

I also authorize the following designees to have, within their respective areas, only the limited contracting authority identified below:

Budget Fiscal Officer, Hale Library- purchase or license of library research, reference, and related materials

Dean, Global Campus -- non-credit programs

Dean, Hale Library- purchase or license of library research, reference, and related materials

Assistant Vice President of University and Shared Services Accounting - purchase of goods and services, and documents necessary to facilitate those purchases, e.g., non-disclosure, customs, and confidentiality agreements

Director of Housing and Dining Services, Associate Vice President of Student Life - housing, social and education contracts

Executive Director, McCain Auditorium - McCain performance series contracts

Director of Purchasing and Contract Services - purchase of goods and services, and documents necessary to facilitate those purchases, e.g., non-disclosure, customs, and confidentiality agreements

Assistant Director of Purchasing and Contract Services - purchase of goods and services, and documents necessary to facilitate those purchases, e.g., non-disclosure, customs, and confidentiality agreements

Information Technology Services Director, Hale Library - Hale Library contracts regarding web domain Ownership

Specific departmental designees are delegated the authority, subject to PPM 3070, to sign contracts for goods and services in amounts under \$10,000 per contract per 12-month period, and for existing University contracts previously approved by the Purchasing Office, may sign purchase orders for up to \$100,000. Details pertaining to such delegations are on file in the University's Purchasing Office.

### **Personnel Contracts**

I name the following as my designees and as the University's authorized signatories for reappointments for faculty and unclassified employees and for adjunct appointments of previously appointed adjunct faculty, in their respective areas:

CEO/Dean of K-State Olathe,  
CEO/Dean of K-State Salina  
Dean of Global Campus,  
Dean of Libraries,  
Dean of the Graduate School, and  
Deans of the Colleges and Staley School of Leadership.

Furthermore, I authorize the Provost to make further delegations of signature authority for reappointments for faculty and unclassified employees in units reporting to the Provost. Such delegations may be made only to the Vice Provosts, Associate Provosts, and Directors of units reporting to the Provost.

I name the following as my designees and as the University authorized signatory for unclassified employee appointments within each of their respective areas:

Senior Vice President for Executive Affairs, University Engagement and Partnerships,  
Vice President for Information Technology and Chief Information Officer,  
Vice President for Legal Affairs and General Counsel,

Vice President for Administration and Finance,  
Vice President for Communications and Marketing,  
Vice President for Human Capital Services,  
Vice President for Research  
Vice President for Diversity, Equity, Inclusion and Belonging, and  
Vice President for Student Life.

If you have any questions regarding the above designations, please do not hesitate to contact me.

Sincerely,



Richard H. Linton  
President

cc: University General Counsel