

Delegation of Signature Authority (CFO designation for business matters)

Effective Date: May 23, 2023

Ref #	Matter	Delegated Authority	Signature Designee (delegation assumes higher level authority within organizational hierarchy can serve as backup)	Review Designee or Review Requirement
1	Contractual	Procurement contracts (non-construction) under \$200,000	Chief Procurement Officer	
2	Contractual	Procurement contracts (non-construction) \$200,000 or greater	AVP Administration & Finance	Chief Procurement Officer Certain contracts, as deemed necessary by the Chancellor, may require additional review or approval
3	Contractual	Contracts related to capital construction projects and repairs including engineering, architecture, planning, and design services under \$200,000	Chief Procurement Officer	
4	Contractual	Contracts related to capital construction projects and repairs including engineering, architecture, planning, and design services \$200,000 and greater	AVP Facilities & Services or AVP Administration & Finance, if AVP FS not available	Chief Procurement Officer
5	Contractual	Cooperative Agreements, MOU's and MOA's THAT ARE NOT academic agreements and have financial implications	AVP Administration & Finance as determined by UGC	
6	Contractual	Proposals for externally funded projects (sponsored projects) if voluntary cost share or matching funds from central funding		Chief Budget Officer
7	Contractual	Real Estate transactions		AVP Admin & Finance, Chief Budget Officer, or Associate Controller

8	Financial Management	Routine bank wires and ACH	Mgr, Banking, Investment & Tax	
9	Financial Management	Routine banking actions	Mgr, Banking, Investment & Tax	
10	Financial Management	Electronic Wire or ACH Transfer of Bank Funds greater than \$1 Million * requires 2 signatures	Associate Controller and Mgr, Banking, Investment & Tax	
11	Financial Management	SEC Continuing Disclosure	Associate Controller	
12	Tax	Routine tax compliance reporting	Operational Department Head – Payroll, Accounts Payable, University Accounts Receivable, Treasury Services	
13	Tax	For 990-T Exempt Organization Business Income Tax Return	Associate Controller	
14	Budgetary	NMHED Quarterly Financial Certification Report	Chief Budget Officer	
15	Budgetary	NMHED: General Fund Appropriations (5 campuses)	Chief Budget Officer	
16	Budgetary	DFA 50% rule certification	Chief Budget Officer	

Approved: 
 Jay Gogue, Chancellor