

DELEGATED AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS ON BEHALF OF APPALACHIAN STATE UNIVERSITY.

Supplemental to [University Policy 102, University Contracts and Delegation of Signature Authority](#)

Last Updated May 1, 2025

This chart is the authoritative document indicating the positions to which the Chancellor has delegated signature authority for Appalachian State University contracts and other official documents. Please contact the [Office of General Counsel](#) with questions or concerns.

Campus Officials Authorized to Sign Contracts and Official Documents on behalf of Appalachian State	
University-Wide Authority and Chancellor's Office	
Officer	Authority
Chancellor	To sign all contracts and agreements for the University
Executive Vice Chancellor & Chief Financial Officer	To sign all contracts and agreements for the University subject to any limitations as established by the approved budget.
Chief of Staff	<p>To sign on behalf of the Chancellor in her absence.</p> <p>To sign all contracts and agreements for (a) Chancellor Events and External Affairs, (b) Community Relations, and (c) University events held in Grandview Ballroom and other Facility Use agreements, up to a value of \$10,000.</p> <p>To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms on behalf of the Chancellor.</p>

Academic & Student Affairs

Officer	Authority
Executive Vice Chancellor & Provost	<p>All contracts and agreements for the Division of Academic and Student Affairs subject to any limitations as established by the approved budget. No financial limits.</p> <p>To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms for the Division of Academic and Student Affairs.</p>
Vice Provost for Resource Management	<p>All Academic Affairs contracts processed through TCM, including Third-Party Agreements, Independent Personal Service Contracts, Guest Speaker Agreements, and Educational Course Development Agreements. Signatory upon the absence of Academic Affairs Contracting and Budget Business Manager, All Adjunct Contracts, and all Summer, Distance Education, and App State Online (ASO) Faculty Contracts. Signatory upon the absence of Academic Affairs Contracting and Budget Business Manager.</p>
Academic Affairs Contracting and Budgeting Business Manager	<p>All agreements and contracts in the TCM system, including third-party agreements and all templates for Academic Affairs, except Affiliation and Articulation Agreements. No financial limits. Financial spending is limited by the approved budget.</p> <p>All NTT Faculty Contracts and all Summer, Distance Education, Project Kitty Hawk (PKH) and AppState Online (ASO) Faculty Contracts.</p>
Vice Provost for Research & Innovation	<p>All contracts and legal documents for the Office of Research, including Sponsored Programs, Student Research, and Research Protections. No financial limits. Financial spending is limited by the approved budget.</p>
Director of Sponsored Programs	<p>Any contracts or legal documents for the Office of Research. No financial limits. Financial spending is limited by the approved budget.</p>
Executive Director, Arts Engagement and Cultural Resources	<p>All Agreements, other than personnel, for the Schaefer Center for the Performing Arts and the Turchin Center for the Visual Arts up to \$75,000.</p>

Advancement

Officer	Authority
Vice Chancellor for University Advancement	<p>All contracts and agreements executed on behalf of the Division. Financial spending is limited by the approved budget. No financial limits.</p> <p>To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms for the Division of University Advancement.</p>

Athletics

Officer	Authority
Athletics Director	<p>To sign any athletics contracts and agreements for the University; required to sign any contract valued at \$10,000 or more. Financial spending is limited by the approved budget.</p> <p>To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms for the Athletics Department.</p>
Deputy Athletics Director and Athletics Chief Operating Officer	Any agreements up to a value of \$10,000 and hotel/game agreements up to \$10,000 for all sports. Financial spending is limited by the approved budget.
Senior Deputy Athletics Director	To sign facility use agreements, sponsorship contracts, donation agreements, and vendor contracts to a value up to \$10,000. Financial spending is limited by the approved budget.
Athletics Chief Strategy Officer	To sign NIL and other related agreements.

Budget and Finance

Officer	Authority
Chief Financial Officer	<p>All. Financial spending is limited by the approved budget. No financial limits.</p> <p>To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms for the Budget and Finance Division.</p>
Associate Vice Chancellor & University Controller	To sign Vendor Credit applications and Direct Deposit Enrollment Forms; CP30-Dual Enrollment Forms; IRS Form W-9 and series W-8, 1042 and 1099; IRS forms series 941 (Payroll Tax Forms) and other matters as designated on IRS Form 28248; NC Department of Revenue Payroll Tax Filings; North Carolina Department of Revenue Sales Tax Exemptions.
Executive Director for Contracts and Grants Accounting	To sign all financial documents related to Contracts and Grants post-award compliance for University Sponsored Programs. Can delegate signature authority to Assistant Directors and Contracts and Grants Accountants to sign invoices sent to program sponsors.
Chief Procurement Officer	Vendor Credit Applications and Direct Deposit Enrollment Forms, NC Sales Tax Exemptions, and Procurement forms such as formal bids, RFP, RFQs, Vendor Credit Applications and Direct Deposit Enrollment Forms
Senior Associate Controller	To sign IRS Form W-9; North Carolina Sales Tax Exemption forms.
Tax Compliance Director	To sign IRS form W-9 and North Carolina Sales Tax Exemption Forms

Foundation

Officer	Authority
President	All Foundation agreements. Financial spending may be limited by the Foundation Board of Directors and approved Foundation budget. No financial limits.

Information Technology

Officer	Authority
Chief Information Officer	<p>All contracts for the purchase of new software; IT License Agreements, Website Agreements, Data Transfer Agreements, Data Protection Agreements, Maintenance Agreements, Employment Agreements, and other contracts related to the operation of Information Technology Systems (ITS). Financial spending is limited by the approved budget.</p> <p>To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms for the Information Technology Division.</p>

Institutional Integrity

Officer	Authority
General Counsel and the Director of the Division of Institutional Integrity	<p>To sign purchasing contracts for the Division up to a value of \$50,000.</p> <p>May sign contracts over \$50,000 with prior approval of the Chancellor.</p> <p>Financial spending is limited by the approved budget.</p> <p>May sign Settlement Agreements on behalf of the University up to a value of \$74,999 with prior approval of the Chancellor.</p> <p>To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms for the Division of Institutional Integrity.</p>

	To sign all documents relating to University Insurance (e.g. renewals, claims, premium payments, adjustments, etc.).
Director of Legal and Compliance Operations	Sign contracts and other legal documents up to \$10,000. Financial spending is limited by the approved budget.
Operations	
Officer	Authority
Executive Vice Chancellor & Chief Operating Officer	All for contracts and agreements for: (a) AppState Police, (b) Emergency Management, (c) Facilities Management, including Planning, Design, and Construction; New River Light and Power (NRLP); and the Office of Sustainability (d) Human Resources; (e) Operations, including App Card Office; Campus Dining; Campus Store; Conference & Event Services; Parking & Transportation; Student Housing, and University Post Office; and (f) University Communications. Financial spending is limited by the approved budget. To sign template personnel appointment documents; specified offers of employment, notices, and payroll action forms for the Operations Division.
Associate Vice Chancellor for Human Resources	Immigration petitions for H1-B status or sponsorship for permanent residence.
Director of Conference & Event Services	All contracts for Conference and Event Services. No financial limits. Financial spending is limited by the approved budget.