

USD Contract/Agreement Review and Approval Matrix - Updated March 2024						
Contracts+ - Contract Type	Contract Description/Purpose	Department Approval	University Review	Signature Authority	USD Legal Review	BOR Approval
Articulation Agreements	Academic Cooperative Agreements for credit	Provost	Auxiliary Services	President	Yes	Yes
Athletic Contracts	Game contracts - < \$25,000 Commitment	Athletic Director	Auxiliary Services	Athletic Director	No	No
	Game contracts - > \$25,000 Commitment	Athletic Director	Auxiliary Services	President	No	No
Collaborative Agreements	Educational program collaboration between regental and external partners	Provost	Auxiliary Services	President	No	Yes
Consulting Services	Consulting agreements, Speaking agreements, Judges, Trainers, etc.	Dean/Director/Chair Person	Auxiliary Services	<\$50,000 - Dir. Auxiliary Services >\$50,000 - VPFA	No	Yes if Over \$250,000
	Consulting services provided by USD departments(revenue generating)	Dean/Director/Chair Person	Auxiliary Services	Dean/Director/Chairperson	No	No
	Tribal Agreements	Dean/Director/Chair Person	Auxiliary Services	Dean/Director/Chairperson	Yes	No
Cooperative Agreements	International Exchange Agreements	Dean/Director/Chair Person	Auxiliary Services	President	No	No
Employment Related Contracts	Temporary Employment Agency Agreements	Dean/Director/Chair Person	Auxiliary Services	President	No	No
	Employee Hiring Agreements	Dean/Director/Chair Person	Human Resources	President	No	Yes
Entertainment Agreements	Entertainment agreement	Dean/Director/Chair Person	Auxiliary Services	Vice President	Yes if over \$50,000	No
Exhibition Agreements	Art Exhibits, Incoming and Outgoing Loan agreements	Dean/Director/Chair Person	Auxiliary Services	Dean/Director/Chairperson	No	No
Externally Sponsored Agreements	Research related agreements originating from ORSP	Dean/Director/Chair Person	Office of Research	VP Research	Yes	No
Facility Use Agreements	Short term (less than 12 months) agreements for use of space with no cost (USD & and private property)	Dean/Director/Chair Person	Auxiliary Services	Dean/Director/Chairperson	No	No
	Short term agreements (less than 12 months) for use of space with a cost (USD & private property)	Dean/Director/Chair Person	Auxiliary Services	Dean/Director/Chairperson	No	No
	Hotel Agreements for groups (including Athletic Teams)	Dean/Director/Chair Person	Auxiliary Services	Dean/Director/Chairperson	No	No
Fine Arts Agreements	Royalty Agreements, Theatre Scripts, etc.	Dean/Director/Chair Person	Auxiliary Services	Dean/Director/Chairperson	No	No
Fund Raising/Sponsorship	Foundation Agreements for gifts, scholarships and donations	Dean/Director/Chair Person	VPFA	President	Yes	No
	Fundraising and/or Sponsorship Agreements with external sources	Dean/Director/Chair Person	Auxiliary Services	President	Yes	No
	Cash Donations	USD Foundation	Auxiliary Services	President	Yes	See BOR Policy
	Gifts of tangible property	USD Foundation	Auxiliary Services	Director of Auxiliary Services	No	No
General Services	Construction Contracts	AVP FM	Auxiliary Services	Director of Auxiliary Services	No	No
	Advertising Agreements	Dean/Director/Chair Person	Auxiliary Services	Vice President	No	No
	Background Check Screening Agreements	Dean/Director/Chair Person	Auxiliary Services	President	No	No
	Broadcasting Agreements	Dean/Director/Chair Person	Auxiliary Services	President	No	No
	Business Associate Agreement	Dean/Director/Chair Person	Auxiliary Services	President	No	No
	Collection Agency Agreements	Dean/Director/Chair Person	Auxiliary Services	President	No	No
	General Labor Services (using General Services Contract Template)	Dean/Director/Chair Person	Auxiliary Services	Dir. Auxiliary Services <\$50,000, VPFA >\$50,000	No	Over \$250,000
	Insurance Policy Application	Dean/Director/Chair Person	Auxiliary Services	President	Yes	No
	Law Enforcement Agreements	Dean/Director/Chair Person	Auxiliary Services	President	Yes	No
	Maintenance Agreements for equipment	Dean/Director/Chair Person	Auxiliary Services	Dir. Auxiliary Services <\$50,000, VPFA >\$50,000	No	Over \$250,000
	Utility Contracts	Dean/Director/Chair Person	Auxiliary Services	President	Yes	No
	Travel Related Contracts (charter services, bus contracts, car rental agreements)	Dean/Director/Chair Person	Auxiliary Services	Director of Auxiliary Services	No	No
Lease/Rental Agreements (Equipment)	Lease and rental agreements for equipment	Dean/Director/Chair Person	Auxiliary Services	President	Yes	Yes - if over \$100,000/year
Lease/Rental Agreements (Property)	Lease and rental agreements for real property	Dean/Director/Chair Person	Auxiliary Services	President	Yes	Yes - if over \$50,000/year and > five years
Legal Services	Legal Counsel Service Agreements	Dean/Director/Chair Person	Auxiliary Services	President	Yes	Yes
License Agreement	Software Licenses	Dean/Director/Chair Person	Auxiliary Services	Director of Auxiliary Services	No	No
	License to on-line materials	Dean/Director/Chair Person	Auxiliary Services	Director of Auxiliary Services	No	NO
	Miscellaneous license agreements	Dean/Director/Chair Person	Auxiliary Services	Director of Auxiliary Services	No	No
Marketing & Licensing Agreements	Trademark Agreements	Dean/Director/Chair Person	Auxiliary Services	President	Yes	No
	Music Licensing Agreements (ASCAP, BMI, Global, etc.)	Auxiliary Services	Auxiliary Services	President	Yes	No
Memberships & Subscriptions	Memberships to organizations, etc.	Dean/Director/Chair Person	NA	Vice President	No	No
	Subscriptions to magazines, on-line services, etc.	Dean/Director/Chair Person	NA	Dean/Director/Chairperson	No	Over \$250,000
	Library Subscriptions	Dean/Director/Chair Person	Auxiliary Services	President	No	No
Memorandum of Understanding	Memorandum of Understanding (MOU)	Dean/Director/Chair Person	Auxiliary Services	Vice President	No	No
NA	Agreements associated with Purchase Orders (order forms, software licenses, etc.)	Auxiliary Services	Auxiliary Services	Director of Auxiliary Services	No	No
Non-Disclosure Agreements (NDA)	Non-Disclosure Agreements	Department Chair	Auxiliary Services	Dean/Director/Chairperson	Yes	Over \$250,000
Professional Development Site Agreements	SSOM Clinical Teaching Agreements	Vice President	Auxiliary Services	Dir. Auxiliary Services <\$50,000, VPFA >\$50,000	No	Over \$250,000
	Student Affiliation/Internship/Teaching Agreements	Dean/Director/Chair Person	Auxiliary Services	Vice President	No	No
Real Estate Agreements	Easements/Encroachments	Dean/Director/Chair Person	Auxiliary Services	President	Yes	No if purchased by FDN, Yes if purchased by USD
	Real Estate Purchase Agreements	VPFA	Auxiliary Services	Foundation or USD President	Yes	Yes if purchased by USD
Registration Agreements	Registration Agreements to meetings, conferences and seminars	Dean/Director/Chair Person	NA	Dean/Director/Chairperson	No	No
Shared Employment Agreements	Employment Agreements between SDBOR Campuses	Employee Supervisor	NA	Director of Auxiliary Services	No	No
Software Agreements	End user license agreement (EULA)	Dean/Director/Chair Person	Auxiliary Services	Director of Auxiliary Services	No	No
Student Associated Agreements	Academic Testing Agreements	Dean/Director/Chair Person	Auxiliary Services	Vice President	No	No