



Executive Memorandum No. 14

Delegation of Administrative Authority to Approve Certain Types of University Contracts, and Requirements for Submittal and Execution of Contracts Requiring Approval of the Board of Regents

1. Delegation of President's Authority to Approve Contracts

Pursuant to Section 6.4 of the Bylaws of the Board of Regents of the University of Nebraska and the Board of Regents Policy on Administrative Approval of University Contracts (RP-6.3.1), amended by the Board on December 4, 2018, the President hereby delegates authority to each Chancellor to approve those types of contracts outlined in the Addendum attached hereto, subject to the requirements stated in RP-6.3.1 and the procedures regarding Institutional Activities Involving Foreign Countries of Concern set forth in Executive Memorandum No. 46.

Each Chancellor may further delegate all or any portion of the authority outlined in the Addendum to such administrative officers and professional staff employees under his or her jurisdiction as will provide for the most efficient conduct of University campus business affairs; provided, that each such further delegation of authority to approve and execute contracts shall be documented in writing, signed by the Chancellor, and filed as a record with the Corporation Secretary before the same shall be effective.

2. Contracts Requiring Regents' Approval to be submitted to Regents in Final Written Form

Any proposed contract not described in Section 4 of RP-6.3.1 shall require specific approval by the Board of Regents. Each proposed contract requiring approval by the Board of Regents shall be submitted to the Board in final written form with the agenda of the meeting of the Board at which approval is requested. All such contracts once approved by the Board shall only be executed by the President (or officer designated by the President) and a second officer authorized to execute contracts pursuant to Section 6.4 of the Bylaws of the Board of Regents of the University of Nebraska.

Dated this 21st day of January 2026.

Jeffrey P Gold, President

Reference: December 14, 1994

Amended July 1, 1996

Amended March 5, 1998

Amended December 20, 2018

University of Nebraska
Delegation of Administrative Authority to Approve Certain Types of University Contracts
Pursuant to Executive Memorandum No. 14

Type of Decision		Authorized by	CEO/President	CFO, COO	CAO/Chancellors	CPO, AVP Capital Projects
1	PUBLIC UTILITIES. Any contract with a public utility or similar organization for the purchase of public utility services routinely used in the course of business in operation of the University.	RP-6.3.1(4)(a)	Yes	Yes	Up to \$2,000,000	Up to \$2,000,000
2	FUEL PURCHASES. Any contract for the purchase of fuels (including but not limited to gasoline, oil, diesel fuel, propane, etc.) routinely used in the regular course of business in operation of the University.	RP-6.3.1(4)(b)	Yes	Yes	Yes	Yes
3	STAGING, CULTURAL, PERFORMING ARTS, ETC. Any contract relating to the staging, performance, or sponsorship of any cultural, performing arts, recreational, or intercollegiate athletic event.	RP-6.3.1(4)(c)	Yes	Yes	Yes	
4	CONSTRUCTION SERVICES. Any contract for the procurement of construction services for a building, structure, or other improvement to real property which does not exceed \$7,500,000 in the aggregate.	RP-6.3.1(4)(d)	Yes	Yes	Up to \$2,000,000	Up to \$2,000,000
5	OTHER NOT SPECIFIED. Any contract of any nature, not otherwise described in Section 6.3.1(4); provided that the contract does not exceed \$7,500,000 in the aggregate over the term of the contract.	RP-6.3.1(4)(e)	Yes	Yes	Up to \$2,000,000	Up to \$2,000,000
6	LICENSE FOR MARKETING/SALE OF COURSES OR INSTRUCTION. Any contract granting a license or assigning the right to grant a license in regard to the marketing or sale of any University class or course of instruction.	RP-6.3.1(4)(e)	Yes			
7	MARKETING/SALE OF COURSES OR INSTRUCTION. Any contract for services relating to the marketing or sale of any University class or course of instruction by a licensee or assignee of the University.	RP-6.3.1(4)(e)	Yes			
8	Any amendment of or change order to a Contract approved by the Board of Regents and not otherwise described in RP 6.3.1.4 (g) or (s) that, when aggregated with all other amendments or change orders to that Contract, does not exceed the greater of \$250,000 or 1.25% of the amount of the Contract originally approved by the Board of Regents.	RP-6.3.1(4)(f)	Yes	Yes	Up to \$1,000,000	Up to \$1,000,000
9	Any amendment of or change order to a Contract for the Purchase of construction services provided such amendment or change order does not exceed the greater of \$1,000,000 or 1.25% of the Total Project Cost.	RP - 6.3.1(4)(g)	Yes	Yes		
10	PROFESSIONAL SERVICES (NON-CONSTRUCTION). Any contract for the procurement of professional services, except services of a licensed architect, engineer, landscape architect, or land surveyor, where the total fee for services, including contractor expenses, will not exceed \$3,000,000.	RP-6.3.1(4)(h)	Yes	Yes	Up to \$2,000,000	Up to \$2,000,000
11	ACCOUNTING/AUDITING. Any contract with an accounting or auditing firm.	RP-6.3.1(4)(h)	Requires pre-approval by Board of Regents' Audit, Risk, and Compliance Committee			
12	PROFESSIONAL SERVICES (ARCHITECTS, ENGINEERS, SURVEYORS). Any contract for the procurement of professional services of an architect, engineer, landscape architect, or land surveyor, where the firm has been selected in accordance with RP-6.3.2.	RP-6.3.1(4)(i)	Yes	Yes	Yes	Yes

13	LEASE OR LICENSE TO USE REAL PROPERTY. Any contract granting to a party a lease or license to use University real property, provided (1) the term of the lease or license does not exceed 20 years, or (2) the total aggregate rents or license fees payable over the term of the lease or license do not exceed \$7,500,000.	RP-6.3.1(4)(j)	Yes	Yes	Up to \$2,000,000	Up to \$2,000,000
14	GRANT OF EASEMENT. Any contract for or grant of an easement encumbering University real property where the value of the encumbrance of the easement and associated damages does not, in the reasonable judgment of the University, exceed a commercial value of \$2,000,000.	RP-6.3.1(4)(k)	Yes	Yes	Up to \$1,000,000	Up to \$1,000,000
15	GRANT OF COMMERCIAL LICENSE OF UNIVERSITY TECHNOLOGY. Any contract granting a license or assigning the right to grant a license in any University technology as part of the transfer of such technology for commercial purposes.	RP-6.3.1(4)(l)	Yes	Yes	Yes	
16	EMPLOYMENT CONTRACTS. Any contract of employment with a University faculty or staff member, for appointments and salary obligations that may be approved by the President or their designees under Section 3.2 of the Bylaws.	RP-6.3.1(4)(m)	Yes	Yes	Yes	
17	REAL PROPERTY DISPOSAL. Any contract for the disposal of real property that the President is authorized to approve in accordance with RP-6.2.3.	RP-6.3.1(4)(n)	Yes	Yes	Yes	Yes
18	ACCEPTANCE OF GIFTS OR GRANTS. Any contract relating to the acceptance of a gift or grant that the President or a Chancellor is authorized to accept in accordance with RP-6.6.7.	RP-6.3.1(4)(o)	Yes	Yes	Yes	
19	SUBCONTRACT AWARDS ASSOCIATED WITH GRANTS. Any subcontract awarded in accordance with a grant to the University in the normal course of business.	RP-6.3.1(4)(p)	Yes	Yes	Yes	Yes
20	In consultation with the Chair of the Board of Regents, any contract and all other documents as may be required in connection with the issuance of indeptbedness to refund outstanding indeptbedness, including, without limitation, lease obligations. The refund shall be reported to the Board of Regents at its next regular meeting.	RP - 6.3.1(4)(q)	Yes	Yes		
21	Any Contract for interlocal cooperation authorized under Neb. Rev. Stat. §§ 13-801 to - 827 that does not exceed \$7,500,000; create or delegate power to any separate legal or administrative entity; involve establishment or maintenance of a joint budget; involve the levying of, collection of, or accounting for taxes; involve the issuance or refund of bonds; establish a joint board or administrator responsible for administering the Contract; or involve the acquisition, holding, or disposal of real or personal property. All such executed Contracts in excess of \$1,500,000 shall be reported to the Board of Regents at its next regular meeting.	RP - 6.3.1(4)(r)	Yes	Yes	Up to \$1,000,000	
22	Any Contract, including any amendment or change order to such Contract, (1) that is related to a project or Stage approved by the Board of Regents under RP-6.3.6.2(e) and (2) that, when aggregated with all other Contracts related to that project or Stage, does not exceed, as applicable, the approved Total Project Cost or Total Stage Cost.	RP 6.3.1(4)(s)	Yes	Yes		
23	Any Contract relating to the disposal of Personal Property when such disposal does not require approval by the Board of Regents under RP-6.2.2	RP - 6.3.1(4)(t)	Yes	Yes		