

Delegated Purchasing Authority and Contractual Policy

A practical guide to who may negotiate, approve, sign, or otherwise commit the University.

VERIFY AUTHORITY BEFORE ACTING

Employees without delegated authority may not enter into contracts, procure goods or services, extend employment offers, negotiate agreements, or otherwise commit the University to an obligation.

PURCHASING AUTHORITY

All supplier and contractor negotiations must be conducted through the Purchasing Section. Departments may contact vendors for preliminary information but may not make commitments on behalf of the University.

CONTRACT AUTHORITY

Only the President or specifically delegated Vice Presidents may execute University contracts. Vice Presidents may sign certain personal, professional, consulting, and social service contracts up to \$49,999, excluding legal, architectural, and auditing/accounting services.

RESPONSIBILITY FOR COMPLIANCE

Budget Unit Heads and Designees initiating procurement accept delegated purchasing authority and are responsible for compliance with university policies, the Louisiana Procurement Code, and applicable Executive Orders. Any policy violation remains the responsibility of the Budget Unit Head/Designee.

1 PRELIMINARY CONTACT

Departments may contact vendors for preliminary information.

2 NEGOTIATION

Supplier and contractor negotiations must go through Purchasing.

3 CONTRACT REVIEW

Contracts involving University funds or resources must be reviewed through the Director of Purchasing before final approval.

The approved delegated signature authority letter is included on the following page.



**OFFICE OF
THE PRESIDENT**
JAMES T. GENOVESE

Monday, June 15, 2026

Ms. Pamela Bartfay Rice, Esq.
Assistant Director-Professional Contracts
Division of Administration
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

APPROVED
DIVISION OF ADMINISTRATION
OFFICE OF STATE PROCUREMENT

Date: August 21, 2026
By: Cheryl M. Sommer
Deputy Director

RE: Contract Signature Authority

Dear Ms. Rice:

In accordance with LA R.S. 39:1595 1 (B), the name (s) listed below have delegated signature authority for contract from Northwestern State University:

Mr. Rodney Wilson, Chief Financial Officer

Dr. William Drake Owens, Executive Vice President / Chief of Staff

Dr. Greg Handel, Executive Vice President and Provost

Ms. Jennifer A. Kelly, Executive Director of University Affairs

Ms. Laurie Morrow, Executive Director for Economic Development and Advancement

Ms. Reatha Cox, Vice President for The Student Experience and Dean of Students

Mr. Cole Gentry, Chief Marketing Officer

Mr. Ron Williams, Chief Information Officer

Mr. Kevin Martin, Director, Facilities & Plant Operations

Your approval of the request is effective June 15, 2026.

If you need further information, please contact Ashlee Grayson, Director of Purchasing, Northwestern State University, at 318-357-4496.

Thank you for your consideration of the above request. Sincerely,

James T. Genovese
President, Northwestern State University

NORTHWESTERN STATE

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