

33593-01 Officers of finance and administration.

- (A) The president of the university, as specified in rule ~~3365~~ of the Administrative Code, the president is executive head of all university colleges and departments possessing duties,

recommendation of the president shall hold office and shall be responsible to the president.

Notwithstanding the direct reporting relationship of the vice president for finance and administration and chief financial officer to the president, it shall be the duty and responsibility of the vice president for finance and administration and chief financial officer to coordinate with and keep the senior vice president for academic affairs and chief operating officer informed in advance of major initiatives, or decisions within their area of responsibility that involve academic matters, or that have a reasonable expectation of involving or affecting the academic program or the directions of the university.

- (2) The vice president for finance and administration and chief financial officer shall be responsible for the administration of functions encompassed by the vice president for finance and administration including all fiscal operations, planning and budgeting, treasury services, purchasing services, labor relations, human resources, physical plant, house, parking services, dining services, telecommunications, and other auxiliary services.
- (3) The vice president for finance and administration and chief financial officer shall be responsible for

shall be responsible to the president through the vice president for finance and administration and chief financial officer.

- (2) The associate vice president for treasury and financial planning shall be responsible to the vice president for finance and administration and chief financial officer for the administration of the functions encompassed by the separate offices resource analysis and budget, treasury services, and foundation accounting
 - (3) The associate vice president for treasury and financial planning shall be responsible for the scheduling of functions at the John W. Heisman lodge.
 - (4) The associate vice president for treasury and financial planning shall be responsible for financial analysis and development of resource opportunities.
 - (5) The associate vice president for treasury and financial planning shall assist the vice president for finance and administration and chief financial officer by performing those duties as may be assigned by the vice president for finance and administration and chief financial officer
- (D) Associate vice president/controller
- (1) The associate vice president/controller shall be appointed by the board upon recommendation of the president, shall hold office at the discretion of the president, and shall be responsible to the president through the vice president for finance and administration and chief financial officer
 - (2) The associate vice president/controller shall be responsible to the vice president for finance and administration and chief financial officer for the administration of the functions encompassed by the separate areas of purchasing, student accounts/bursar controller, and the fiscal operation of the office of research administration
 - (3) The associate vice president/controller

accounting principles, so as to show fully

operating officer, within the scope of their authority, as set forth in the bylaws and regulations of the board.

- (b) The dean of the university libraries and the law librarian may make contracts for the purchase of library books and periodicals and to execute license agreements for additional library resources within their budgets for the respective libraries.
- (c) The director of E. J. Thomas performing arts hall may purchase the services of performing artists and enter into contracts with these artists on behalf of the university. The athletic director may execute contracts with other colleges and universities for intercollegiate athletic events.
- (d) Purchases shall be made on forms containing certificates indicating the tax exempt status of the university.
- (e) A competitive bid process and/or a negotiation process, as approved by the director of purchasing and office of general counsel, shall be utilized in all cases where the goods to be purchased shall cost in excess of ~~twenty~~ ^{fifty} thousand dollars or services to be purchased shall cost in excess of fifty thousand dollars, and contracts for the purchase of such goods or services shall be awarded in accordance with established university procedures.
- (f) Any purchase of goods that cost less than ~~twenty~~ ^{fifty} thousand dollars or services that cost less than ~~thirty~~ ^{fifty} thousand dollars may be submitted to vendors for ~~competitive~~ ^{competitive} bidding. In determining whether competitive bidding and/or negotiations shall be appropriate, the director of purchasing shall consider the availability of source of materials or services or whether timely quotations for such materials or services are already available. The foregoing requirements for competitive bidding shall not apply to:
 - (i) The purchase of stock for purposes of resale in campus stores;
 - (ii) The purchase of books or publications for the campus libraries;

- (iii) Situations involving emergencies;
- (iv) The purchase of proprietary goods or services that are only available from a sole source;
- (v) Professional contracted services;
- (vi) The purchase of goods or services from vendors covered by consortium group contracts such as the state of Ohio, interuniversity council of Ohio (IUC), and community, university, and educational cooperative and purchasing association (CUE); or
- (vii) Any approved negotiation processes.

The director of purchasing shall take full advantage of state of Ohio contracts with suppliers negotiated by the Ohio department of administrative services, state purchasing department. The director of purchasing shall also make efficient use of the interuniversity council purchasing contracts and other cooperative purchasing association contracts available to state universities.

- (g) Any purchase of construction services in excess of fifty thousand dollars must be by competitive bid. For construction services in excess of fifty thousand dollars a request for competitive bid must be advertised in a newspaper of general circulation and/or other electronic means approved by the director of purchasing.

The limitations provided in this authority shall not be avoided through multiple purchases of goods or services under the limits authorized or through aggregations or purchases at the same or different times.

- (h) Any purchase of goods or services in excess of ~~three hundred fifty thousand dollars~~ five hundred thousand dollars except for subcontracts issued through externally funded research grants and contracts for which the university is the grantee, shall be submitted to the board for prior approval. All purchases of goods in excess of ~~twenty~~ five thousand

dollars and services in excess of fifty thousand dollars but less than ~~three hundred fifty thousand dollars~~ five hundred thousand dollars, including all subcontracts through externally funded grants, shall be reported to the board.

Except where prohibited by law, ~~competitive~~ bidding requirements of the university may be waived under limited and exceptional circumstances. Exceptional circumstances which warrant the waiver of competitive bidding include, but are not limited to, responding to emergencies resulting from fire, flood, freezing, or other acts of ~~force~~ or force majeure, situations in which it may reasonably be determined by a prudent person standard that there is substantial financial or other risk or substantial financial or other opportunity to the university such that the risk or opportunity clearly warrants waiver, as well as emergencies necessitated by the immediate need to comply with laws or regulations affecting persons or property owned, leased, or operated by the university.

In order to implement the procedure to waive competitive bidding, the appropriate vice president must provide such request for waiver to the director of purchasing in advance with a written certification by the vice president as to the rationale supporting the need to waive ~~competitive~~ bidding. The director of purchasing shall review all requests for waiver with the office of general counsel, and the director of purchasing shall make the final decision as to whether the waiver shall be authorized based on the guidelines in this rule.

Purchases resulting from the waiver of competitive bidding shall be separately identified in the vendor reports provided to the board of trustees at the next regularly scheduled

all units regarding their budgets; researches areas of inquiry and suggests methods for accomplishing objectives; confirms salary funding availability for each position based on information provided by the initiating unit; and administers deficit account monitoring to ensure compliance with the board of trustees' policy prohibiting departments from operating with deficit balances.

(4) In addition, the office of resource analysis and budget distributes monthly computer-generated reports such as budget statements, processes all general fund and auxiliary budget amendments, provides supporting information to campus committees as requested, creates ad hoc reports based on campus wide and senior management inquiries, projects tuition, fees, and state subsidy revenues utilizing computer models developed by the office, and provides and prepares financial materials for submission by the vice president for finance and administration and chief financial officer to the board of trustees.

(5) The director of the office of resource analysis and budget responsible to associate vice president for treasury and financial planning who reports directly to the vice president for finance and administration and chief financial officer. In addition to these duties, this office shall perform such other duties as may be assigned by the vice president for finance and administration and chief financial officer.

(H) Associate vice president for auxiliary enterprises

(1) The associate vice president for auxiliary enterprises shall be appointed by the board upon recommendation of the president, shall hold office at the discretion of the president, and shall be responsible to the president through the vice president for finance and administration and chief financial officer.

(2) The associate vice president for auxiliary enterprises shall be responsible to the vice president for finance and administration and chief financial officer for the administration of the functions encompassed by the separate offices of parking services, dining services, and other services.

- (7) The director of student accounts shall perform such other duties as may be assigned by the vice president for finance and administration and chief financial officer
- (J) Other administrative officers and assistants. Such other administrative officers and assistants as are needed to carry on effectively the work of the university may be appointed by the board upon recommendation of the president of the university who shall define their duties and responsibilities.