

Signature authorities – FPM Documents
Effective 6/3/2024

Document	Who signs?	Notes
Project Estimate Worksheet (PEW)	Director responsible for funding (REC Director, etc.)	REC Funds (or approved OMP)
Project Planning Document (PPD)	PM, DirR&S, DirREC, DirRECSys, CP Mgr, DirRPM, DirFPM, AVP BO, AVP R&E, VP	AVP BO > \$100k AVP R&E > \$500k VP > \$1M
Payment Request (PR)	PM, RPM, AVP BO	Changes under discussion for future decision. Need clarity on defined roles/ responsibility for all approvers.
Executive Design Professional Agreement (EDPA)	DirFPM up to \$50k, then AVP BO	DirFPM may approve EDPA lite up to \$50k. DirFPM to advise AVP BO on all agreements approved.
Professional Services Agreement (PSA)	DirFPM up to \$50k, then AVP BO	Dir FPM to advise AVP BO on all agreements approved.
Authorization to Proceed (ATP)	DirFPM up to \$50k, then AVP BO	Authorizes work under PSA
Amendment (to agreement)	DirFPM or AVP BO as above	Change in time or additional scope/cost to PSA/ATP Whoever signs initial agreement approves any amendments
Construction Contracts	AVP BO	Tiers: 0-300k (mini) 300-640k (informal form) >640k (long form)
Notice to Proceed (NTP)	DirFPM	All contracts signed per other guidance. PM to prepare NTP, for approval by DirFPM.
Notice of Completion (NOC)	AVP BO	ANR Building official
Change Order	Contractor, PM, DirFPM	For no cost or within contingency. Others to AVP BO
Memorandum Requisition (MR)	None	Discontinue this document – based on review with PMs, CA, FA, BOC, etc. it is not used or required.
CEQA Negative Declaration	AVP BO	UCD Planning prepares and advises
Permits (Coastal Commission, local agency, environmental, sewer, water, etc.)	Varies	Depends on issue

Definitions: AVP BO=Associate Vice President Business Operations; AVP R&E= Associate Vice President Research & Extension; BOC=Business Operations Center; CA=Contracts Administrator; CP Mgr=Capital Programs Manager; DirFPM=Director Facilities Planning & Management; DirREC=REC Director; DirRECSys=Director REC System; DirRPM=Director Resource Planning & Management; DirR&S=Director Risk & Safety; FA=Fiscal Analyst; FE=Fully Executed; FPM=Facilities Planning & Management; MR=Memorandum Requisition; PM=Project Manager; PPD=Project Planning Document; PR=Payment Request, RPM=Resource Planning & Management; SOW = Scope of Work; VP = Vice President, ANR