
2327 PROFESSIONAL SERVICES: ACCOUNTING, LEGAL, BANKING, INSURANCE, ARCHITECT AND ENGINEERING, CONSTRUCTION, AND EMPLOYEE BENEFIT PROVIDERS

Effective: November 2006
Last Reviewed: May 2016
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To provide for the procurement and payment of specialized services from professional firms organized to provide such services. The authority and responsibility for the procurement and disbursement for accounting, legal, banking, insurance, architect and engineering, construction and employee benefit related services is defined below.

POLICY

1. The Comptroller has the authority and responsibility to procure accounting services from independent certified public accounting firms. The Trustees Committee on Audit annually engages an independent accounting firm to perform an audit of the University's annual financial statements (see Financial Policy #1401). The Comptroller or his designee must approve disbursements to independent accountants.
2. The General Counsel has the authority and responsibility to procure legal services and consequently must approve disbursements for legal services.
3. The Treasurer has the authority and responsibility to procure banking services and consequently must approve the payment of fees to any banking firm.
4. The Director of Risk Management has the authority and responsibility to provide insurance coverage for the University and consequently must approve all payments to insurance carriers and related vendors.
5. The Vice President for Facilities Services has the authority and responsibility to procure architect and engineering services and construction services for both capital and maintenance projects. The Vice President for Facilities Services or designee is responsible for approving disbursements to firms providing these services.

6. **The Vice President for Human Resources has the authority and responsibility to procure employee benefit related services and either the Vice President for Human Resources or the Comptroller must approve the disbursements to firms providing these services**