

**Buying Manual**

Subject: Purchases with Special Procedures

Title: Arts and Sciences' Concert Series and Performances

Number: 620

Issued: May 1, 2017

Revised: January 31, 2020

**Arts and Sciences' Concert Series and Performances****Delegation of Signature Authority**

This delegation of signature authority from the Senior Director of Procurement and Payment Services authorizes the Department of Music to sign contracts for a concert series on behalf of the University only if the contract has been reviewed by the Office of University Counsel.

This delegation of signature authority from the Senior Director of Procurement and Payment Services authorizes the Department of Performing and Media Arts to sign contracts on behalf of the University for performances at the Schwartz Center only if the contract has been reviewed by the Office of University Counsel.

All modifications other than dollar value or performance date will be reviewed by the Office of University Counsel and the Office of Risk Management and Insurance.

Signature authority for the College of Arts and Sciences' concert series, performance artists, and major events up to \$100,000 is granted to:

- Deborah Justice, Concert Series Manager, in the Department of Music
- Chris Riley, Administrator, in the Department of Performing and Media Arts

**Policy Exception**

The University Tax Office has consented to allow the Department of Music to engage former Cornell students or employees, utilize the Performer without Equipment contract, disregard the service provider attestation, and process the payment via disbursement voucher. This exception was approved by William D. Allen, Assistant Vice President of Tax and Financial Initiatives.

This exception to policy is granted to the Department of Music only. This exception is limited to an exemption to the service provider attestation and requirement that the individual be paid through the University Payroll Office.