



Capital Procurement Upper Dollar Limits and Approval Authority

Approval limits on Capital Contracts and other Actions

Revised 08/2026

Activity	Current Upper Limits	Current Approval Authority
Project Approval	≥ \$7,500,000	Board of Trustees <i>(via System Capital Programs)</i>
While a formal project approval process does not currently exist in Kahua, project approvals are recommended and/or required at certain esimated budget levels.	< \$7,500,000	System Capital Programs Head
	≤ \$3,500,000	University Construction Unit Head
	≤ \$1,500,000	University Level 3 Approver
Project Budget Increases	≥ \$7,500,000	Board of Trustees <i>(via System Capital Programs)</i>
Should any proposed total revised project budget exceed the current approval thresholds, the next higher level of authority must approve increase. All budget increases subsequent to a BOT approved capital project budget must seek BOT approval, regardless of magnitude.	< \$7,500,000	System Capital Programs Head
	≤ \$3,500,000	University Construction Unit Head
	≤ \$1,500,000	University Level 3 Approver
Professional Services Agreements	≥ \$1,000,000	Board of Trustees <i>(via System Capital Programs)</i>
QBS agreements > \$25,000 require SPO Approval and Post to IPC Bulletin. RFP PSA > \$100,000 require SPO Approval and PPB Waiver.	< \$1,000,000	System Capital Programs Head
	< \$250,000	University Construction Unit Head
	< \$100,000	University Level 3 Approver
Professional Services Agreement Amendments ●	Cumulative change > 15% of original Board of Trustees approved PSC contract	Board of Trustees <i>(via System Capital Programs)</i>
If an amendment results in a revised PSC contract equal or greater than \$1,000,000, the amendment must be approved by the BOT. PSC Employment Recommendations to CDB ≥ \$1,000,000 must be approved by BOT and <\$1,000,000 must be approved by S AVP Capital Programs & Utility Services. If cumulative change orders against the original BOT approved PSC contract exceed 15% <i>and</i> necessitate a budget increase, the requested action will be to "approve project budget" with an explanation of project changes provided in the text. Subsequent Board approval is required for each additional 10% in cumulative amendments (25%, 35%, etc.)	≥ \$500,000	System Capital Programs Head
	≥ \$100,000	SPO Approval and Post to IPHEC Bulletin
	≥ \$100,000	System Level 3 Approval
	< \$100,000	University Construction Unit Head
	≤ \$75,000	University Level 3 Approver
Construction Contracts	≥ \$5,000,000	Board of Trustees <i>(via System Capital Programs)</i>
Planned vendor utilization on construction contracts between \$2,500,000 and \$5,000,000 must be reported to BOT.	< \$5,000,000	System Capital Programs Head
	≤ \$2,000,000	University Construction Unit Head
	≤ \$1,000,000	University Level 3 Approver
Design-Build Contracts	≥ \$7,500,000	Board of Trustees <i>(via System Capital Programs)</i>
	< \$7,500,000	System Capital Programs Head
	≤ \$3,500,000	University Construction Unit Head
	≤ \$1,500,000	University Level 3 Approver
Change Orders ● (All COs must be germane to the contract)	Cumulative change > \$5,000,000 against original Board of Trustees approved construction contract	Board of Trustees <i>(via System Capital Programs)</i>
If a change order results in a revised construction contract value equal or greater than \$5,000,000, the contract must be approved by the BOT. If cumulative change orders against the original BOT approved construction contract exceed \$5,000,000 <i>and</i> necessitate a budget increase, the requested action will be to "approve project budget" with an explanation of project changes provided in the text. Subsequent Board approval is required for each additional \$2.5 million in cumulative change orders (\$7.5 million, \$10 million, etc.)	≥ \$500,000	System Capital Programs Head
	≥ \$100,000	SPO Approval and Post to IPHEC Bulletin
	≥ \$100,000	System Level 3 Approval
	< \$100,000	University Construction Unit Head
	≤ \$75,000	University Level 3 Approver
	≤ \$50,000	University Level 2 Approver
	≤ \$25,000	University Level 1 Approver (Project Managers)
EMERGENCY Professional/Contracting Services	≥ \$2,000,000	President (with concurrence of Executive Committee)
Agreements/Contracts/Amendments/Change Orders	< \$2,000,000	President

Notes:

Cumulative amendments in excess of 5% and cumulative change orders in excess of \$1,000,000 of original BOT approved contract must be reported to BOT (via System Capital Programs)
Cumulative amendments in excess of 10% and cumulative change orders of more than \$4,000,000 of original BOT approved contracts should be reported to System Capital Programs
Title Legend
University Level 1 Approver = Project Managers
University Level 2 Approver = Director, Capital Projects (UIUC); Assoc. Director Capital Projects (UIC); Director of Construction (UIS)
University Level 3 Approver = Sr. Director, Capital Project (UIUC); Asst. VC, Director of Project Management (UIC); Asst. VC F&S (UIS)
University Construction Unit Head = Executive Dir. F&S (UIUC); VC Admin. Services (UIC; Assoc. Chancellor Administrative Affairs F&S (UIS)
System Level 1 Approver = Project Managers
System Level 2 Approver = Assoc. Director, System Capital Programs
System Level 3 Approver = Director, System Capital Programs
System Capital Programs Head = Sr. Asst. VP, System Office of Capital, Utilities, and Real Estate
Highlighted cells denote University approval levels below University Construction Unit Head Level
Univ. Const. Unit Head delegated signature levels do not include the approval of delegation or affixing of the Comptroller's signature.
If any University Approval Authority is delegated, University System Unit Head must be advised in writing by University Construction Unit Head.