

# ADMINISTRATIVE REGULATION 2022-01

## MAYOR JOHN W. SUTHERS

**DATE:** February 28, 2022

**TOPIC:** Contract Signature Delegation

**LEGAL AUTHORITY:** City Charter §§ 4-10, 4-40(d), (f), (g) and (k)  
City Code §§ 1.2.313, 1.2.314, 1.2.404, 1.2.408(B)  
Revised AR 12-01, AR 14-01, and AR 20-05

**1.0 Purpose and Scope:** This Administrative Regulation updates the delegation and signature authority of the City Department Heads and incorporates concepts contained in AR 20-05 authorizing electronic approvals of contracts. This Administrative Regulation also identifies those persons and positions who may approve municipal requisitions, invoices and payment requests on behalf of the Mayor.

### 2.0 Terms Defined:

**2.1 No changes.**

**2.2 No changes.**

**2.3 No changes.**

**2.4 “Electronic Signature” – a signature provided on an agreement or other document as set forth in this Administrative Regulation, through electronic means, including the utilization of, but not limited to, programs such as DocuSign, PandaDoc, eversign, Adobe Sign, Sign Request, and eSignLive, PeopleSoft, or a signature typed or inserted into an agreement or other document using word processing programs or software.**

**2.5 “Invoice” or “Payment Request” – the City record of a transaction between a City department or municipal enterprise and another public or private entity that must be approved by the Mayor or the Mayor’s staff subject to the delegations contained in this policy.**

**2.6 “Requisition” – An internal document by which a department sends details of required supplies, services, or materials to be procured.**

### 3.0 Procedure:

#### 3.1 In General:

**3.1.1** The Mayor retains ultimate authority to approve and execute all contracts, **requisitions, invoices, and payment requests** of any amount, and to delegate approval authority in accordance with the City of Colorado Springs Procurement Rules and Regulations **and other applicable laws, rules and regulations.**

**3.1.2 No changes.**

**3.1.3** To facilitate efficient operations, Department Heads and the Chief of Staff shall timely review, approve and execute contracts, **requisitions, invoices and payment requests**, or forward the contract, **requisition, invoice, or payment request** in accord with Section 3.2 below. If the Chief of Staff or the Mayor has questions regarding the contract, **requisition, invoice or payment request**, the Department Head and Chief of Staff, as applicable, shall likewise respond to those questions in a timely manner.

**3.1.4** *No changes.*

**3.2 Delegation and Authority:** The Mayor hereby delegates to Department Heads and to the Chief of Staff full authority to approve and execute contracts by signature **and electronic signature, and to approve invoices utilizing signature or other electronic means**, subject to the following restrictions notwithstanding and pursuant to the Procurement Rules & Regulations:

**3.2.1** Department Heads or their authorized designee may approve and execute by signature **or electronic signature** contracts **and requisitions, and to approve invoices and payment requests**, having articulated consideration of not more than Nineteen Thousand Nine Hundred Ninety Nine Dollars (\$19,999.00).

**3.2.2** For contracts, **requisitions, invoices, and payment requests** having articulated consideration of Twenty Thousand Dollars (\$20,000.00) to Five Hundred Thousand Dollars (\$500,000.00), Department Heads shall review and may recommend approval by initialing and dating the contract, **requisition, invoice or payment request for approval by signature or utilizing other electronic means as established by the Information Technology ("IT") Department** and forwarding it to the Chief of Staff.

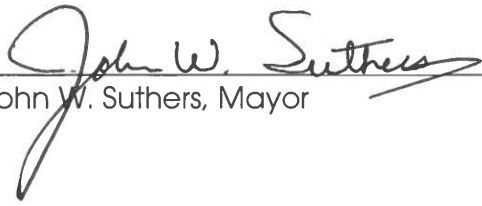
**3.2.3** For contracts, **requisitions, invoices and payment requests** having articulated consideration of Five Hundred Thousand Dollars (\$500,000.00) or more, the Chief of Staff shall review and may recommend approval by initialing and dating the contract, **requisition, invoice or payment request for approval by signature or utilizing other electronic means as established by the IT Department** and forwarding it to the Mayor for approval and execution by signature **or electronic signature**.

**3.3 Effect.** A Department Head's, the Chief of Staff's or a senior staff member's approval and execution of a contract, **requisition, invoice or payment request** by signature **or electronic signature** shall be recognized as approval and execution of the contract by the Mayor, so long as the delegation of authority exercised by the Department Head, the Chief of Staff or the senior staff member is in compliance with this Administrative Regulation.

#### **4.0 Miscellaneous**

**4.1** This Administrative Regulation shall be effective as of **March 1, 2022**, and shall remain in effect until amended or rescinded.

**4.2** This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.

  
John W. Suthers, Mayor

APPROVED AS TO FORM:



Office of the City Attorney

