

**CRITERIA FOR USE OF LEGAL COUNSEL
AND FOR LITIGATION AUTHORIZATION**

TYPE OF MATTER*	ADVICE FROM:		AUTHORIZATION FROM		
	General Counsel	Special Counsel	Executive Director	B of D Notification	B of D Approval
1. Litigation • Small Claims • Civil/Criminal Action ²	X	X ¹	X X	X	X
2. Planned/Deferred Gift Instruments		X	X		
3. Employee Relations		X	X		
4. Sponsored Project Agreements or Related Legal Documents	X	X	X		
5. External Compliance/Disallowance		X	X		
6. Real Property Instruments		X	X		
7. Unemployment Insurance Claims	X	X	X		
8. Workers' Compensation Claims	HANDLED THROUGH HUMAN RESOURCES DEPARTMENT				
9. General Corporate Affairs	X	X	X		

¹ On advice of General Counsel

² If Insurance Claim involved, matter may be under control of insurer

*By Board policy, some of these matters also require Board action before the Foundation can commit to a transaction. For example: acquire real property, accept unitrust, amend bylaws.