



# POLICY MANUAL

## OPERATING POLICIES AND PROCEDURES

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**Number 528**

**Subject: Contract Signature Authority and Delegation**

**Effective Date: July 1, 2014**

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### CONTRACT SIGNATURE AUTHORITY AND DELEGATION

#### 528.1 PURPOSE

To establish policy regarding signature authority, and the delegation of signature authority, with respect to contracts that bind the University to any legal obligation. This policy is established to minimize financial, legal, and related risks and to ensure that appropriate fiscal and management controls are in place for the benefit of the entire institution.

#### 528.2 DEFINITIONS

**Contract:** A written agreement or other formal instrument where there is mutual agreement to terms that bind the University to any legal obligation. Typically, at least one party to the transaction is external to the University. A contract may be in the form of an agreement, proposal, statement, notice, resolution, letter, memorandum of understanding (MOU), memorandum of agreement (MOA), purchase order, license, indenture, grant, cooperative agreement, etc. In addition, such documents may go by other names as well.

#### 528.3 POLICY

Unless otherwise delegated, contracts may only be signed by the following authorized signers:

<b>Authorized Signer</b>	<b>Origin of Authority</b>	<b>Scope</b>
President of the University	State statute 53B via Board of Regents	All documents
Vice President for Business and Finance	Resolution of the Board of Trustees & USU Policy 104	All documents
Associate Vice President for Business and Finance & Controller	Resolution of the Board of Trustees	All documents

Vice President for Research	USU Policy 104	Grants, contracts, or cooperative agreements related to sponsored research
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#### **528.4 DELEGATION**

In limited circumstances, the Vice President for Business and Finance may delegate signature authority for contracts approved in form and substance where the agreement is repetitive in nature and the document is highly standardized. The delegation of signature authority will be issued in the form of a letter. Any contract signed by an individual with delegated signature authority shall have the same force and effect as if the Vice President for Business and Finance signed the contract.

As granted in Policy 104, the Vice President for Research may delegate signature authority to staff for contracts, grants, and cooperative agreements related to sponsored research. The Vice President for Research will provide a copy of written delegation of authority to be kept on file in the Office of the Vice President for Business and Finance.

As of the effective date of this policy, all previous delegations of signature authority are superseded and rendered void. All future delegations of signature authority will be rendered void if a delegate changes employment position, is on extended leave, terminates employment, or has a similar event wherein the intent and purpose of delegation is rendered obsolete.

The University President, Vice President for Research, or the Vice President for Business and Finance may revoke delegation of signature authority at their discretion.

All delegations of signature authority will be reviewed on a regular basis.

Employees who sign contracts without properly delegated authority may be at risk of legal action and may be subject to University disciplinary action.

#### **528.5 ROUTING**

<b>Contract Type</b>	<b>Routing</b>
Contracts, grants, and cooperative agreements related to sponsored research	Sponsored Programs Office
All other Contracts	Purchasing and Contract Services