

Shawnee State University

AREA:	UNIVERSITY WIDE	POLICY NO.:	5.27
		ADMIN. CODE:	3362-5-28
		PAGE NO.:	1 of 5
		EFFECTIVE DATE:	10/11/96
		RECOMMENDED BY:	Jackie Evans & Steve Donohue
SUBJECT:	SIGNATURE AUTHORITY FOR CONTRACTS	APPROVED BY:	

1.0 This policy designates positions within the University who are authorized to sign contracts on behalf of the University:

1.1 A person in a position specifically authorized by the Board of Trustees.

1.2 A Vice President or Provost to whom the President has subdelegated the authority delegated to the President by the Board of Trustees, as specified herein.

1.3 The Purchasing Manager, as specified herein.

1.4 A person who has received a subdelegation, in accordance with this policy.

2.0 Contract

For the purposes of this policy a "contract" is defined as a written agreement between two (2) parties intended to have legal effect, including Memorandums of Understanding and Letters of Understanding, in one of the following forms listed below.

2.1 Documents signed by Shawnee State University and another party.

2.2 Offers signed by Shawnee State University.

2.3 Standard pre-approved Shawnee State University forms to be signed by others.

2.4 Contract forms promulgated by others to be signed by Shawnee State University.

3.0 The University has a centralized system of signature authority. The Trustees have delegated general signature authority to the President, who has subdelegated portions of that authority to the Provost, Vice Presidents, and Purchasing Manager under this policy. These positions may further subdelegate that authority using the Signature Authority Delegation Form, set forth as Exhibit A to this policy.

All delegations shall be to a position within the University, and not to the individual holding the position at the time of the delegation. When there is turnover in a position, the new individual has the authority of the previous incumbent. Persons in an acting or interim position also have the general signature authority of that position.

4.0 General Delegation of Signature Authority

4.1 Operations

The Vice President for Business Affairs has authority to sign all contracts except those reserved to the President or to the Board of Trustees, and except contracts for the purchase of goods and/or services (refer to Section 4.2 herein). Signature of employment contracts for officials reporting to the President is reserved to the President.

These delegations overlap with many of the more specific delegations listed below.

4.2 Purchase of Goods and/or Services other than Construction and Certain Professional Service Contracts

The Purchasing Manager or the Vice President for Business Affairs shall have exclusive authority to sign contracts for the purchase of goods and/or services, other than professional service contracts related to architectural services, external auditing services, debt financing, and investment management and construction contracts. This authority may not be superseded by the above section or any of the following sections.

4.3 Research and Other Sponsored Projects

4.3.1 Contracts and Grants Documents

The Vice President for Business Affairs has authority to sign contracts and grant documents requiring approval for sponsored projects.

4.3.2 Proposals

The Provost has authority to sign proposals for sponsored projects.

4.3.3 Research Contracts not Covered by Other Sections

The Provost has authority to sign research contracts not involving the receipt or expenditure of funds or otherwise incurring direct financial obligations and not covered by other sections.

4.4 Employment Contracts

Employment contracts are governed by collective bargaining agreements and Shawnee State University Policy 5.16.

4.4.1 Student Employment

The Vice President for Student Affairs has authority to sign contracts for student employment, including work study.

4.4.2 Theatrical and Entertainment Contracts

The Vice President for Business Affairs has authority to sign contracts for all theatrical or entertainment functions occurring in the Vern Riffe Center for the Arts or the Rhodes Activity Center.

4.5 Contracts Affecting Students

4.5.1 Financial Aid and Loans to Students

The Vice President for Business Affairs has authority to sign applications and proposals to outside funding entities, short term emergency promissory notes to students, and other agreements relating to financial aid programs administered by the Financial Aid Office. The Vice President for Student Affairs has authority to sign contracts with outside funding entities and other loans to students.

4.5.2 Student Housing

The Vice President for Student Affairs has authority to sign contracts relating to student housing.

4.5.3 Other Contracts Relating to Students and not Covered by Other Sections

The Vice President for Student Affairs has authority to sign other contracts relating to students not involving the receipt of funds. The Vice President for Business Affairs has authority to sign other contracts relating to students involving the receipt of funds.

4.6 Academic Matters

The Provost has authority to sign contracts concerning academic matters not involving the receipt or expenditure of funds. Each Dean has authority to sign Memoranda of Understanding with cooperating organizations not requiring direct financial obligations. These MOU's may cover, but are not necessarily limited to:

4.6.1 Clinical experience.

4.6.2 Internships

4.6.3 Cooperative educational programs.

4.7 Settlement Agreements

The President has authority to sign settlement agreements resolving legal claims or potential legal claims against the University; however, such agreements must also be approved by the General Counsel. Settlements for more than \$50,000 must be approved by the Board of Trustees; the President may wish to consult formally or informally with the Trustees on selected settlements.

4.8 Intellectual Property Assignments

The Vice President for Business Affairs has authority to sign agreements assigning intellectual property rights by or to the University.

4.9 Real Estate

4.9.1 Short-Term Leases of Shawnee State University Real Property and Leases of Others' Real Property for a Period of Six (6) Months or Less

The Director of Facilities, Planning, and Construction is authorized to sign all short-term real estate leases.

4.9.2 Long-Term Leases of Shawnee State University Real Property and Leases of Others' Real Property for a Period Exceeding Six (6) Months

The Vice President for Business Affairs is authorized to sign all longterm real estate contracts.

4.10 Construction Contracts with External Contractors and Professional Service Contracts, Related to Architectural Services, External Auditing Services, Debt Financing, and Investment Management.

The Vice President for Business Affairs is authorized to sign all locally administered construction contracts with external contractors and professional services related to architectural services, external auditing services, debt financing, and investment management. Contracts for more than \$100,000 require approval of the President.

4.1 1 Shawnee State University Development Foundation

The Director of the Shawnee State University Development Foundation has authority to sign contracts on behalf of the Foundation.

5.0 Compliance

No University employee may sign (execute) any contract purporting to be on behalf of the University unless delegated signature authority to do so pursuant to this Policy. Any employee who violates this section may be held personally liable for any obligations under the contract and is subject to disciplinary action. No contract signed by a person without delegated signature authority shall be binding on the University.

Signature Authority Delegation

Re: Policy 5.27

Delegation No. _____

Authority Delegated: _____

Position(s) Authorized: _____

Period of Authority:
_____, 2008, to _____, 2008 (or specify "indefinite" if no end date).

Limitations: _____

Approval: _____

Date: _____

No further authority may be implied from the authority expressly granted herein.
Subdelegation of this authority is prohibited.

This delegation shall be effective only if (1) a delegation number has been assigned by the University Secretary, (2) it is signed by the President, the Provost, or a Vice President, and (3) the person signing has the power to delegate this authority under the Shawnee State University Policy on Signature Authority for Contracts.