

Shawnee State University

SUBJECT: SIGNATURE AUTHORITY FOR CONTRACTS	POLICY NO. :	5.27
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	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	3/11/11
	NEXT REVIEW DATE:	3/11/12
	RESPONSIBLE OFFICER(S):	PRESIDENT
	APPROVED BY:	B.O.T.

- 1.0 The Shawnee State University Board of Trustees has delegated its authority to enter into contracts and agreements necessary or incidental for the operation of the University to the President, subject to certain restrictions imposed by Board resolutions or other Board policy. The President may sub-delegate his/her signature authority to enter into contracts to the University's Vice Presidents and other offices as the President deems appropriate. The Vice President for Finance and Administration (the chief financial officer) will have an appropriate level of oversight and authority for contracts that financially bind the University.
- 2.0 The President may establish procedures that prescribe protocols for further delegation of contract signature authority through the Vice Presidents or other University offices.
- 3.0 No University employee may sign or enter into any University contract or agreement without express written authority from either the Board of Trustees or the President, or pursuant to a procedure approved by the President.