



Delegation of Contract Signing Authority

3. Policy Terms

- a. Contract- Any agreements between the University and another party that creates legally binding agreements. This document creates an obligation, right, or liability for VSU. Other terms occasionally used to refer to a contract include, but are not limited to, agreements, waivers, promissory notes, letters of agreements, letters of intent, and memorandums of understanding (MOUs).

4. Procedure

No member of the University, faculty, or staff may sign a contract without specific written authorization from the President. Nor should they execute any documents binding the University in any way, unless specifically authorized in writing. All contracts entered into in the name of VSU must be done in



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| Authorized Signatory | Contracts/Limits* |
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| President | Research or service agreements concerning the University Agreements between USG institutions Reciprocal emergency law enforcement agreements Settlements of grievances and complaints <\$100,000 Any agreements necessary for the day to day operations of the institution |
| Chief Officer to the President | Contracts related to marketing, communications, or special events <\$25,000 for single year contracts |
| Provost and Vice President for Academic Affairs | Internship and Student Applied Learning Affiliation Agreements Collaboration agreements between institutions or with USG Contracts with other governmental entities (state, federal or local) or private companies for collaboration on research projects or similar studies |
| Vice President for Finance and Administration | Contracts for use of Facilities and Equipment on Cost Reimbursement Basis Agreements with a collection agency to handle delinquent loans Construction contracts < \$2,500,000 Agreements for procurement of all goods, services and technology >\$250,000 |
| Director of Physical Plant and Facilities Planning ¹ | Contracts for projects that conform to the institution's master plan < \$1,000,000 Project Authorization (construction cost NTE) <\$750,000 Design Professional & IDIQ Contracting (QBS) |



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