



## **Delegation of Signature Authority**

### **I. Introduction**

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

### **II. Purpose**

The purpose of this policy is to outline the President's delegation of authority for signing contracts and other documents on behalf of Albany State University (ASU) and to define the circumstances under which such delegation will apply.

### **III. Definitions**

**Contract:** A binding agreement between the University and another party that creates an obligation, right, or liability for one or both parties. Other terms used to refer to a contract may include agreement, memorandum of understanding (MOUs) or memorandum of agreements (MOAs), statement of work (SOW), letter of intent, promissory note, and waiver.

**Signature Authorization:** A clearly written declaration by the University President which confers, subject to his/her discretion, signatory power upon specifically designated administrative personnel under specially defined circumstances to make binding agreements between the University and another party or parties.

### **IV. Policy**

This policy is intended to formalize the University President's exercise of power in delegating authority to an employee of the University to enter into binding contracts on behalf of the University. This power of the President is authorized by the Board of Regents of the University System of Georgia in Sections 2.6.4 "Agreements" and 2.6.5 "Delegation of Authority and Responsibility" in the BOR Policy Manual.

No member of the University, faculty or staff, may sign a contract without express written authorization from the President as delineated in this policy. All contracts entered into in the name of ASU or on behalf of ASU must follow the specific signatory authorizations contained herein.

The University will only honor and be bound by written contracts which have been reviewed and approved in accordance with this policy. **Any individual who signs on behalf of the University without proper signature authority may be personally liable for the terms and conditions contained therein.**

The right to delegate signature authority to a designee to enter into binding contracts on behalf of the University resides solely within the discretion of the President, subject only to the restrictions imposed by the BOR pursuant to Sections 2.6.4 “Agreements” and 2.65 “Delegation of Authority and Responsibility.” The signature authority granted by the President, as described herein, is contingent upon the position held, the type of contract involved, and/or the value of the contract. The signature authorization resides in the administrative position held and does not follow the individual who previously held the office. Additionally, the signature authority delegated by the President may be withdrawn or changed at the discretion of the President.

Only authorized individuals may sign contracts on behalf of the University. All individuals granted signature authorization shall retain a copy of any fully executed contract and maintain a monthly log of contracts executed under their authority. A copy of the log shall be provided to the Office of the President upon request. Except for unaltered standard contracts that have been previously approved by the Board of Regents, the Office of Legal Affairs, or by the Georgia Department of Administrative Services (DOAS), all other contracts must be submitted for review to the Office of Legal Affairs prior to execution.

The original signature authorization, and any revisions, deletions and/or additions, shall be held on file in the President’s Office, with a copy to the Chief Legal Affairs Officer. The table below lists the administrative personnel and the types of contracts that are included within their delegated authority. Any contract or statement of work not included in the list below requires the signature of the University President, absent a specific verifiable authorization by the President.

| <b>Delegation of Contract Signing Authority</b>              |  |
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| <b>Authorized Signatory</b>                                  | <b>Contracts</b>   |
| President  | <ul style="list-style-type: none"> <li>• All contracts not reserved by The Board of Regents of the University System of Georgia</li> </ul>   |
| Provost and Vice President for Academic Affairs              | <ul style="list-style-type: none"> <li>• Faculty contracts</li> <li>• Academic agreements that do not contain within them financial, debt, or payment obligations</li> </ul>   |
| Vice President of Administration and Fiscal Affairs          | <ul style="list-style-type: none"> <li>• All agreements with financial implications, except as otherwise provided for in this policy.</li> <li>• Expenditures in excess of \$50,000.00 require Presidential notification.</li> </ul> |
| Vice President of Institutional Advancement                  | <ul style="list-style-type: none"> <li>• All agreements originating out of respective divisions must have Vice Presidential approval prior to final execution.</li> </ul>  |
| Vice President for Enrollment Management and Student Success | <ul style="list-style-type: none"> <li>• All agreements originating out of respective divisions must have Vice Presidential approval prior to final execution.</li> </ul>  |
| Vice President for Institutional Effectiveness               | <ul style="list-style-type: none"> <li>• All agreements originating out of respective divisions must have Vice Presidential approval prior to final execution.</li> </ul>  |
| Vice President of Student Affairs                            | <ul style="list-style-type: none"> <li>• All agreements originating out of respective divisions must have Vice Presidential approval prior to final execution.</li> </ul>  |

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| Vice President of Information Technology and Chief Information Officer | <ul style="list-style-type: none"> <li>• All technology purchases must be approved by the Vice President of Information Technology.</li> <li>• All agreements originating out of respective divisions must have Vice Presidential approval prior to final execution.</li> </ul> |
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## **V. Exceptions**

None unless otherwise officially directed.

## **VI. Applicability**

ASU Faculty and Staff

## **VII. Accountability**

The Albany State University Chief Legal Affairs Officer shall be primarily responsible for the implementation of this policy. Secondary accountability rests with the designated administrative personnel authorized to exercise signatory powers on behalf of the President.

## **VIII. Contacts**

Albany State University Office of Legal Affairs

## **IX. References**

[https://www.usg.edu/policymanual/section2/C322/#p2.6.4\\_agreements](https://www.usg.edu/policymanual/section2/C322/#p2.6.4_agreements)

[https://www.usg.edu/policymanual/section2/C322/#p2.6.5\\_delegation\\_of\\_authority\\_and\\_responsibilities](https://www.usg.edu/policymanual/section2/C322/#p2.6.5_delegation_of_authority_and_responsibilities)

## **Last Update**

Aug 2019