

Authorized Contract Signature

The authority to sign contracts is codified in the State University Administrative Manual (SUAM) section 2520.08 and states, in part “Authority to sign and to certify a contractual documents is limited to officers who have been duly authorized in writing by the campus President and whose name and position titles are on file in the Chancellor’s Office”.

Any and all agreements and contracts submitted to individuals or departments for signature by vendors or outside agencies must be forwarded to Procurement and Support Services for review and signature. Only personnel authorized by the University President may commit the campus to contractual arrangements.

This memo should be distributed to all personnel under your supervision in order to inform everyone of the importance of this issue. For additional information and for questions regarding this policy, please contact Dutch Green at 278-2111.