



# Delegation of Contract Signing Authority

## 1. Purpose

The purpose of this policy is to outline the contract administration process and define the authority for signing contracts and other documents on behalf of Valdosta State University (VSU) in order to efficiently protect the University.

## 2. Policy Statement

The Board of Regents of the University System of Georgia (BOR) [Policy 2.6.4 Agreements and 2.6.5 Delegation of Authority and Responsibilities](#) states:

The President may execute, accept, or deliver, on behalf of the Board, the following types of research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements affecting his or her institution:

1. Research or service agreements whereby the institution concerned, for monetary compensation or other good and valuable consideration, agrees to perform certain institution- oriented research or other personal services within a time period of one year or less;
2. Agreements between USG institutions and hospitals or other organized medical facilities, both public and private, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned, which are subject to cancellation by either party;
3. Reciprocal emergency law enforcement agreements between USG institutions and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended;
4. Settlements of grievances and complaints, including those filed by state and federal agencies, that do not include a monetary commitment of more than \$100,000. Notice of settlements shall be filed with the University System Office of Legal Affairs; and
5. Any agreements necessary for the day-to-day operation of the institution.

The President may delegate his or her authority and responsibilities under Board of Regents' Policy unless expressly prohibited by the Board of Regents.

Per this BOR Policy, the President of VSU has power to explicitly delegate authority for an employee to enter into binding contracts that may be obligatory to the University in any way. Such delegation must be submitted in writing. This policy pertains to all faculty, staff, and students at VSU.



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## 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, quote, or estimate 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 a proper fashion, including signatures by the proper parties.

The University will only 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 is not in compliance with this policy and may be personally liable for terms and conditions contained therein. Lastly, **all contracts, quotes, or estimates must be reviewed by the University Attorney or Procurement prior to execution**, with the exception of standard contracts that have been previously approved by the Board of Regents and/or Georgia Department of Administrative Services and have not been altered or modified.

## 5. Signature Authority

**Delegated authority may be withdrawn or changed at the discretion of the President.**

Only authorized individuals may sign contracts on behalf of VSU. The signature authority of those individuals is contingent upon the type of contract and the value, as described herein. In the event of a change in position, all written authorities must be re-established. The original signature authorization shall be held on file in the President's office, with a copy to the University Attorney. The following table illustrates the types of contracts that may be included within the delegated authority. The table is not intended to be all-inclusive, and questions regarding any contracts not specifically listed should be directed to the University Attorney.

Contracts concerning goods and services must follow the applicable regulations and rules set forth in the [Georgia Procurement Manual](#) and VSU [Purchasing Procedures](#).



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Authorized Signatory	Contracts/Limits*
President	<ul style="list-style-type: none"> <li>• Research or service agreements concerning the University</li> <li>• Agreements between USG institutions</li> <li>• Reciprocal emergency law enforcement agreements</li> <li>• Settlements of grievances and complaints &lt;\$100,000</li> <li>• Any agreements necessary for the day to day operations of the institution</li> </ul>
Chief Officer to the President	<ul style="list-style-type: none"> <li>• Contracts related to marketing, communications, or special events &lt;\$25,000 for single year contracts</li> </ul>
Provost and Vice President for Academic Affairs	<ul style="list-style-type: none"> <li>• Internship and Student Applied Learning Affiliation Agreements</li> <li>• Collaboration agreements between institutions or with USG</li> <li>• Contracts with other governmental entities (state, federal or local) or private companies for collaboration on research projects or similar studies</li> </ul>
Vice President for Finance and Administration	<ul style="list-style-type: none"> <li>• Contracts for use of Facilities and Equipment on Cost Reimbursement Basis</li> <li>• Agreements with a collection agency to handle delinquent loans</li> <li>• Construction contracts &lt; \$2,500,000</li> <li>• Agreements for procurement of all goods, services and technology &gt;\$250,000</li> </ul>
Director of Physical Plant and Facilities Planning <sup>1</sup>	<ul style="list-style-type: none"> <li>• Contracts for projects that conform to the institution's master plan &lt; \$1,000,000</li> <li>• Project Authorization (construction cost NTE) &lt;\$750,000</li> <li>• Design Professional &amp; IDIQ Contracting (QBS) &lt;\$250,000</li> <li>• Construction Professional &amp; Task Order Contracting &lt;\$2,500,000</li> </ul>
College or University Procurement Officer (CUPO)	<ul style="list-style-type: none"> <li>• Agreements for procurement of all goods, services, and technology &lt;\$250,000</li> <li>• All purchases on Statewide contracts</li> </ul>
Certified University Buyers/Analysts	<ul style="list-style-type: none"> <li>• Agreements for procurement of all goods, services, and technology &lt;\$50,000</li> <li>• Procurement &lt;\$250,000 for items on Statewide contracts</li> </ul>

<sup>1</sup> [https://www.usg.edu/facilities/resources/levels\\_of\\_delegated\\_authority](https://www.usg.edu/facilities/resources/levels_of_delegated_authority)



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Authorized Signatory	Contracts/Limits*
Vice President for Enrollment and Student Affairs	<ul style="list-style-type: none"> <li>• Scholarship award documents</li> <li>• Housing rental contracts</li> <li>• Student Affairs Programming for personal services, equipment, goods and services &lt;\$25,000</li> <li>• Contracts related to enrollment management &lt;\$25,000 for single year contracts</li> <li>• Agreements with Department of Education to assist in Title IV Financial Assistance Program</li> <li>• Contracts with Veterans Administration</li> </ul>
Director of Athletics	<ul style="list-style-type: none"> <li>• Agreements requiring resources and/or performance by the Department of Athletics &lt;\$25,000</li> <li>• Student athlete scholarships</li> </ul>

\*This list is not intended to be all-inclusive; any contract with terms and conditions must be reviewed by Legal Affairs or Procurement before signing.

## 6. Clarification

All references to the legal review of contracts and requests for clarification of this policy should be directed to the University Attorney in the Office of Legal Affairs. All proposed contracts must be processed in conjunction with the [Monetary Contract Routing Form](#) located on the Office of Procurement website at <https://www.valdosta.edu/administration/finance-admin/financial-services/forms/>.

## 7. Exclusions or Exceptions

The President has the authority to sign any contracts, except as limited by the Board of Regents ([BOR Policy 2.6.5](#)).

## 8. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Alumni           | <input type="checkbox"/> Graduate Students   | <input type="checkbox"/> Undergraduate Students       |
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Faculty  | <input checked="" type="checkbox"/> Student Employees |
| <input type="checkbox"/> Visitors         | <input type="checkbox"/> Vendors/Contractors | <input type="checkbox"/> Other: _____                 |

## 9. Policy Attributes

<i>Responsible Office(s)</i>	Legal Affairs, West Hall Suite 1004, 229-333-5351, <a href="mailto:legal@valdosta.edu">legal@valdosta.edu</a>
<i>Initial Approval</i>	08/16/2013, William J. McKinney, President
<i>Revisions</i>	01/13/2023: reformatted document, revised broken URLs, updated text in Section 2 to mirror current USG BOR Policy Manual text, revised monetary amount limits in table to adhere to DOAS and USG



## Delegation of Contract Signing Authority

	procurement policies 02/16/2024: added authorization for special events to Chief Officer to the President to align to current organizational structure 05/13/2025: added the term 'quote' and 'estimate' to Section 4
<i>Next Review Date</i>	06/30/2027