1. **Policy Purpose Statement.** This policy defines the approvals that are necessary before the university can enter into a contract, and delegates limited authority to certain officials to execute contracts for the university.

2. **Background.** This policy ensures that the university’s contracts have been properly vetted before they are signed.

3. **Scope (Who is affected).** All components of the university, and the university’s cooperative organizations.

4. **Exclusions or Exceptions.** Contracts to which neither the university nor its cooperative organizations are a party.

5. **Definitions and Acronyms.**

   “**Contract**” A contract is any set of enforceable promises where the university or one of its cooperative organizations is a party. It does not matter if a document is entitled a contract, agreement, memorandum of understanding, letter of intent, or some other term. If the university will be bound by the document, or if the university wishes to bind someone else to the document, then it should be treated as a contract.

   “**Cooperative Organization**” A cooperative organization is an entity that the president of the university has recognized as a cooperative organization, pursuant to the policies of the Board of Regents of the University System of Georgia.

6. **Policy.**

   **a. Prior Review by the Contracts Office.**

   All proposed contracts must be submitted to the university’s Contracts Office for review before they are signed. This applies to all contracts in which the university or a cooperative organization is a party, regardless of the funding source that will be used.

   For contracts to which the university is a party, the Contracts Office must: (1) ensure that the proposed contract is approved by all appropriate officials at the university; (2) ensure that the contract is signed...
by an official with appropriate authority; and, (3) maintain a repository of all executed contracts, subject to applicable records retention guidelines.

For contracts to which a cooperative organization is a party and the university is not a party, the Contracts Office must: (1) ensure that the proposed contract is reviewed by all appropriate officials at the university; (2) ensure that the university’s feedback is communicated to the cooperative organization; and, (3) maintain a repository of all executed contracts, subject to applicable records retention guidelines. Each cooperative organization remains responsible for reviewing, approving and executing contracts to which they are a party.

Subject to approval by the university’s Chief Legal Officer, the university’s Chief Business Officer is authorized to: (1) establish procedures governing the Contracts Office; (2) authorize contracting processes that are not subject to prior review by the Contracts Office; and, (3) approve contract templates.

b. Delegation of Signature Authority.

The following university officials are delegated authority to execute contracts on behalf of the university, subject to the limitations listed, and the policies of the university and the Board of Regents:

*President and Chief Business Officer* = Contracts of any amount, and non-monetary contracts;

*Provost* = Faculty employment contracts and appointments, other contracts of a value of less than $25,000, and non-monetary contracts that affect only their areas of responsibility;

*Vice Presidents and Deans (excluding associate and assistant VPs and deans)* = Contracts of a value of less than $25,000, and non-monetary contracts that affect only their areas of responsibility;

*Controller* = Any contract that the Chief Business Officer could sign when the Chief Business Officer is not reasonably available, or when given express direction from the Chief Business Officer;

*University Buyers and Contracting Officers (in Procurement only)* = Contracts of a value of less than $50,000, and any purchases from statewide contracts, pre-approved piggyback and consortia purchases;

*University Procurement Officer, Assistant Directors of Procurement, Procurement Managers* = Contracts of a value less than $100,000, and any purchases from statewide contracts, pre-approved piggyback and consortia purchases.

The authority delegated via this policy cannot be further delegated to others. The official executing any contract is responsible for returning an original version or pdf version of each contract they execute to the Contracts Office for inclusion in the university’s repository. The value of a contract is viewed as the larger of either the university’s potential liability to the other party, or the other party’s potential liability to the university. Please note that the Board of Regents reserves authority to sign certain contracts to the Chancellor and the Board of Regents themselves, *e.g.*, certain leases, major construction contracts, *etc.* The authority to execute contracts on behalf of a cooperative organization is defined by each cooperative organization. The President may delegate additional authority in writing to other university officials, and any such additional delegations shall be listed on the Contracts
Office website. Authority is given to execute contracts and transactions using alternate contracting methods approved by the Chief Business Officer.

7. **Associated Policy(ies)/Regulations.**
   
   a. Board of Regents’ Policy Manual 2.5.4
      [http://www.usg.edu/policymanual/section2/C317/#p2.5.4_agreements](http://www.usg.edu/policymanual/section2/C317/#p2.5.4_agreements)
   
   b. Board of Regents’ Policy Manual 7.9
      [http://www.usg.edu/policymanual/section7/C474](http://www.usg.edu/policymanual/section7/C474)
   
   c. University System of Georgia’s Business Procedures Manual 3.4.1

8. **Procedures associated with this policy.** Full procedures can be found on the Contracts Office website.

9. **Forms associated with this policy.** Current forms associated with this policy can be found on the Contracts Office website.

10. **Violations.** Violations of this policy can result in disciplinary actions and potential personal liability for the offender. Cooperative organizations that are non-compliant with this policy may lose their recognition as a cooperative organization.

11. **Review Schedule.** Each fiscal year.

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**Responsible Office - Required Review and Approval Actions:**

| **Vice President Sign off** | [name] | [date] |