

# Shawnee State University

POLICY TITLE:	SIGNATURE AUTHORITY FOR CONTRACTS
POLICY NO. :	5.27REV
ADMIN CODE:	3362-5-28
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	03/19/21
NEXT REVIEW DATE:	03/2024
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 The purpose of this policy is to delegate authority held by the Board of Trustees to the University's President to enter into contracts and agreements necessary or incidental for the operation of the University, subject to certain restrictions imposed by Board resolutions or other Board policy.
- 2.0 The President is further authorized to delegate his/her signature authority to the University's vice presidents and other officials as the President deems appropriate.
- 3.0 The Vice President for Finance and Administration (the chief financial officer) will have an appropriate level of oversight and authority for contracts that financially bind the University.
- 4.0 The President will establish procedures that prescribe protocols for further delegation of contract signature authority through the vice presidents or other University officials.
- 5.0 No University employee may sign or enter into any University contract or agreement without express written authority from either the Board of Trustees, the President, or pursuant to a procedure approved by the President.

## History

Effective: 10/11/96

Revised: 3/19/21; 3/11/11

Applicable Procedures: [5.27:1 Signature Authorization](#)