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| Policy Title | Contract Approval and Signature Authority Policy |
| Issue Date | December 21, 2017 |
| Effective Date | January 18, 2018 |
| Last Updated | February 24, 2022 |
| Responsible Office | Vice President for Finance and Chief Financial Officer |
| Contact Information | Office of Fiscal Services - Contracts Phone: 470-578-6214 Service Request: https://service.kennesaw.edu/ofs Website: https://fiscalservices.kennesaw.edu/contracts/ |

1. Policy Purpose Statement

This policy defines the approvals that are necessary before Kennesaw State University (KSU) 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 in which the University or one of its cooperative organizations is a party. It does not matter if a document is titled 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, it should be treated as a contract. The contract should contain the entire agreement between the University and the external party. There should be no additional verbal agreements or promises made outside of the 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 in the Office of Fiscal Services 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. The list of contracts that the Chief Financial Officer and General Counsel have identified as exempt from review by the University's Contract Office is available online at https://fiscalservices.kennesaw.edu/docs/Contract_Compliance_Exemptions.pdf.

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 Affairs Officer, the University's Chief Financial 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

Attachment A lists the University officials who hold 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. 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 he/she executes 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. The Board of Regents reserves the authority to sign certain contracts to the Chancellor and the Board of Regents themselves, e.g., certain leases, major construction contracts, etc. In addition, certain purchases must be executed or approved by the Georgia Department of Administrative Services. 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 by updating Attachment A, the latest version of which shall be displayed on the Contracts Office website. Authority is also given to execute contracts and transactions using alternate contracting methods approved by the Chief Financial Officer, e.g., Purchasing Cards.

7. Associated Policies/Regulations

- a. [Board of Regents Policy Manual, Section 2.6.4, Agreements](#)
- b. [Board of Regents Policy Manual, Section 7.7, Purchasing and Contracting Regulations](#)
- c. [University System of Georgia Business Procedures Manual, Section 3.4.1, Authority to Execute Contracts](#)
- d. [Board of Regents Policy Manual, Section 6.17, Cooperative Organizations](#)

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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

The Contracts Office will review the Contract Approval and Signature Authority Policy each fiscal year.

DocuSigned by:

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Contract Approval and Signature Authority Policy

Attachment A

Delegation of Signature Authority Effective January 18, 2019

President and Chief Financial Officer = Contracts of any amount, any non-monetary contracts, and gift acceptance agreements and related documents

Provost = Faculty employment contracts and appointments, other contracts of a value of less than \$50,000, and non-monetary contracts that affect only their areas of responsibility

Vice Provosts = Contracts of a value less than \$25,000 that only obligate resources within their budgets and units

Vice Presidents, Deans (excluding associate and assistant VPs and deans) and any officer designated by the President as the "Chief" officer for the University in their area of responsibility = Contracts of a value of less than \$25,000, and non-monetary contracts that affect only their areas of responsibility, with the following additional delegation to a specific officer within this category:

Vice President for Research = Research and grant proposals of any amount

Associate and Assistant Vice Presidents, Associate and Assistant Deans, Chairs, and Directors and Executive Directors = Contracts of a value of less than \$10,000, and non-monetary contracts that affect only their areas of responsibility, with the following additional delegation to specific officers within this category:

Assistant Vice President of Campus Services = Contracts of a value less than \$25,000 that only obligate resources within Campus Services

Executive Director, University Events = Contracts of a value less than \$25,000 related to events at the University that use templates or contracts approved by the KSU Division of Legal Affairs

Director of Athletics = Contracts of a value less than \$25,000 that only obligate resources within Athletics

Program Managers within the College of Continuing and Professional Education = Contracts of a value less than \$25,000 to engage course directors and instructors using templates or contracts approved by the KSU Division of Legal Affairs

Associate and Assistant Vice Presidents, and Directors within the Office of Research = Research and grant proposals of any amount

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

University Procurement Officer, Associate Controller for Accounting Operations, Assistant Directors of Procurement, Procurement Managers = Contracts of a value less than \$100,000, and any purchases

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from statewide contracts, existing agency contracts, purchases from exempt categories, and pre-approved piggyback and consortia purchases

University Buyers and Contracting Officers (in Procurement only) = Contracts of a value of less than \$50,000. Purchases of a value of less than \$100,000 from statewide contracts, existing agency contracts, exempt categories, and pre-approved piggyback and consortia purchases

Police Captain or higher rank = Contracts of a value less than \$5,000 to engage law enforcement officers and EMTs from other agencies to staff events at KSU, using templates approved by the KSU Division of Legal Affairs

N.B. General thresholds:

- Purchases of services over \$2,500 require e-verify;
- Purchases of \$10,000 to \$24,999 require three quotes; and
- Purchases of \$25,000 or more require bidding.