



University Administrative Policy

Policy Name: Contract Signing Authority

Responsible Office: General Counsel's Office

Originator of the Policy: General Counsel

Effective Date: November 2015

Revision History: November 2018

Web Link: <https://www.salemstate.edu/policies/>

1. RATIONALE

Ensure that only individuals who are authorized to bind the university have signing authority for contracts, memorandums of understanding, and agreements and are doing so to protect the interests of the Commonwealth of Massachusetts, Salem State University, employees, and vendors.

2. STATEMENT OF POLICY

Salem State University hereby establishes a policy to define who is authorized to bind contracts, leases, memorandums of understanding, and agreements. All contracts must meet the requirements of the Commonwealth of Massachusetts and the institution. The president and general counsel shall have authority to sign all contracts, leases, memorandums of understanding, and agreements. Only the individuals identified below can commit the university to a contract or legal decision. Individuals not listed in this document do not have signing authority.

- A. Clinical/field education contracts: The signature authority on Salem State University clinical and field education contracts with no financial obligations for the university is the dean of the respective school/college.
- B. Contracts requiring expenditure of funds: the signature authority on contracts with financial implications is the Vice President for Finance and Facilities. This may be delegated along annual expense lines as follows: contracts up to \$25,000 may be signed by the Senior Director of Purchasing or the Associate Vice President for Capital Planning and Business Affairs. Academic memorandum of understanding: the signature authority on Salem State University memorandum of understanding with no financial obligation is the Provost and Academic Vice President. A memorandum of understanding with financial considerations must also be reviewed and approved by the Vice President of Finance and Facilities.

- C. A central repository for all contracts will be maintained on a network drive by the Senior Director of Purchasing in collaboration with the General Counsel's office.
- D. Copies of all signed MOU's and executed contracts not otherwise processed by the Senior Director of Purchasing must be sent to the General Counsel's office.

3. SCOPE

This policy shall govern the procedure for contracts for all divisions, departments, and offices under the jurisdiction of the university president as chief administrative and executive officer. Contracts to which the Salem State University Foundation, Inc., is a party are governed by Salem State University Foundation, Inc., policy.

4. Fiscal Considerations

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
Initial Implementation	None	None
Ongoing	None	None

5. Responsibilities

Responsible Party	List of Responsibilities
See Section 2.	

6. Policy Enforcement

Violation(s)	It shall be a violation of this policy to execute a contract if not so authorized hereunder.
Potential consequences	Invalidity of contracts, legal and/or financial exposure, employee discipline.
How to report	Contact authorized signer and supervisor of person who signed.

7. Reference Documents

Policy or Document	Web Address

8. Contact(s)

Subject	Office or Position	Telephone Number	Email
Policy Clarification	General Counsel	978.542.8600	rcolucci@salemstate.edu

9. Effective Date: Upon approval by the president.

10. Dissemination: Posted on the university web site.

11. Review Cycle: Initial review after 12 months; subsequent review every 5 years.

