

Signature and Execution Policy for Contracts for the Purchase/Lease of Goods and Services

1. Policy Statement

Contracts binding on the University may only be signed by an individual delegated in writing the authority to sign such contract in compliance with this policy and Board of Regents policies. "Contract" means any contract, agreement, memorandum of understanding, memorandum of agreement, letter of intent, or other written or electronic document, or renewal of or amendment to such document that commits the funds, personnel, facilities, equipment, property, or other resources of the University.

2. Reason for Policy

To provide an understanding of who is authorized to execute contracts for the purchase/lease of goods and services on behalf of Albany State University.

3. Procedures

Only an authorized official may execute a contract on behalf of the University. Contracts signed by any individual who does not have documented signature authority are not binding on the University, but may subject the individual who signed without authority to personal liability.

All contracts at Albany State University should be routed through DocuSign.

Before being executed by a designated University official, a contract binding the University should usually be reviewed and approved by other individuals. Generally, a contract requires review and approval of the following individuals (or their documented designees):

1. The University employee initiating the contract
2. The Department or Division Head
3. The Dean or Director,
4. The Director of Procurement
5. The Office of Legal Affairs, and
6. If required, the University President or his/her designee.

The University employee initiating the contract, Department or Division Head, and Dean or Director are responsible for reviewing a contract to confirm each of the following:

1. The language is accurate and complete and reflects the current state of negotiations; no additional understandings exist but are not included in the contract; all exhibits are attached; and the Department or Division is willing and able to comply with the terms.

2. The contract is appropriate to the University's mission, complies with applicable University System and University policies, meets programmatic and operational needs, and the unit can furnish the services, materials, or funds required.
3. Alternative activities, actions, or providers have been considered and those designated in the contract represent the most feasible and reasonable alternatives.
4. The contract is sufficiently clear, consistent, and fiscally prudent.
5. No conflicts of interest exist or any potential or actual conflicts of interest have been reported and managed according to University policy.

For contracts under or equal to \$150,000 related to Procurement activities as defined by the Georgia Department of Administrative Services and/or the Board of Regents of the University System of Georgia, the President has designated the Director of Purchasing as the authorized signatory. The Vice President for Finance and Administration will serve as the alternative signatory if the Director of Procurement is unavailable.

The Director of Purchasing may also sign contract renewals that do not contain significant modifications, consortia agreements that do not bind Albany State University to financial commitments, and other contracts as designated by the President.

The President (or his/her designee) shall be the sole signatory for all contracts greater than \$150,000. The President may delegate this authority to the Director of Procurement or the Vice President for Finance and Administration as they see appropriate.

The University official executing a contract is responsible for determining, prior to signing a contract, the following:

1. All appropriate reviews and approvals are documented.
 1. Contracts on boilerplate templates that are pre-approved from DOAS, USG, or ASU that have received no changes from vendors may be routed directly for signature without legal review.
2. The contract is appropriate and necessary to the University's mission and priorities and is not in conflict with the needs, mission, or priorities of any other division within the University.