University Procedures for Signing Contracts

**Section:** Operating/Administrative  
**Policy Number:** 1002  
**Responsible Office:** General Counsel  
**Effective Date:** 05/20/92

**Policy**

**General:** Except as noted below, all contracts, purchase orders and commitments of any nature, including those for advertising, should be forwarded to the member of the President’s Cabinet responsible for that particular area for review, approval and signature.  
**NB:** It is the responsibility of the person seeking approval of the contract to substantiate the wisdom, profitability, etc. of entering into such contract.

**Limitations:** Any contracts in excess of $50,000 or for a term longer than one year will be forwarded to General Counsel.

**Exceptions:** The only exceptions are:

1. Standard faculty contracts.
2. Contracts and standard purchase orders below $50,000 and/or for a term no longer than one year.

Questions concerning a contract should be directed to General Counsel at extension 6421.