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## CONTRACTUAL AGREEMENTS

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Purpose:

To establish approval procedures for contract and lease agreements which obligate Boise State University.

Scope:

Applies to all employees with delegated signatory authority.

Responsible Party:

Finance and Administration, 426-1200

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## POLICY

### I. Policy Statement

The delegation of authority for entering into contractual agreements, as well as the enumeration of procedure for such, is intended to clearly define channels of communication, in addition to formalizing roles and responsibilities.

### II. Delegation of Authority

- A. Delegation of Authority: Authority to enter into agreements is delegated through the President to the Vice President for Finance and Administration (VPFA). The VPFA may further delegate or revoke this authority to any university dean, director, chairperson, or unit head.
- B. Reporting of Contracts: The VPFA is responsible for appropriate reporting of contracts and agreements to the President, who will make such reports or recommendations to the State Board of Education (SBOE).
- C. Delegated Signatory Authority: The VPFA can delegate signatory authority to whoever is deemed appropriate. Such delegation is not automatic and must be made in writing by the VPFA. Amendments to contracts or agreements originally approved by the VPFA must be approved by the VPFA. Additionally, subsequent contractual amendments resulting in an agreement outside of the scope of delegated signatory authority must be approved and executed by the VPFA.

- D. Delegated Signatory Authority Continued: Anyone who has been delegated signatory authority from the VPFA may delegate or revoke this authority within their unit, up to their level of authority. These individuals and entities will be responsible for retaining contracts in accordance with [BSU Policy #1030](#) "University Record and Archives."

### III. Procedure

- A. Additional Guiding Policies: All university representatives with signatory authority are required to abide by the procedures outlined in [BSU Policy #6130](#) "Purchasing" when reviewing, approving, or submitting contracts for approval. Delegates may not obligate department facilities, programs, or services for which they do not have authority. Agreements involving the use of any university owned or controlled facility shall be reviewed and approved for availability and cost by the Associate Vice President for Campus Planning and Facilities.
- B. Grants, Contracts, and Sponsored Projects: All grants, contracts, cooperative agreements, and sub-contracts related to sponsored projects (as described in [BSU Policy #5030](#) "Office of Research Administration") must be reviewed by the Office of Research Administration prior to obtaining appropriate institutional authorization. Exceptions will be determined in writing by the VPFA. The Office of Research Administration is responsible for preparing necessary reports to the SBOE.
- C. Construction, Architecture, and Engineering: All university agreements for construction or architectural/engineering design services must be submitted for approval to the Associate Vice President for Campus Planning and Facilities. This office will assure compliance with delegated authority and the procedures of the Division of Public Works, Department of Labor and Industrial Services, and purchasing policies.
- D. Non-University Space: Any lease of non-university space by a university unit shall be reviewed and approved by the Director of Facilities Planning and Design.
- E. Necessary Training for Signatory Training: Delegated signatory authority not effective until the individual receiving the authority has first completed a contract training session conducted by the University Counsel's Office. Any delegated signatory authority must be reported in writing to the Office of the VPFA with a signature sample.