

Contract Signature Authority Policy

This is a printed version of the online *Contract Signature Authority Policy*. It was printed on 10/10/2024 at 17:22.
Information is current as of date and time of printing.



AUBURN
UNIVERSITY

Contract Signature Authority Policy

Effective:	10/17/2023
Responsible Executive:	SVP for Business and Administration & CFO
Applicability:	All AU departments, divisions, employees, and students
Review By:	10/04/2027

In order to carry on the day-to-day business of Auburn University, it is necessary for the President to delegate signature authority to certain departments and individuals occupying unique positions at the University. The list shown below reflects the approved delegated signature authority for most documents which typically result in some financial obligation or consequence for Auburn University. Please keep in mind that outside specific delegated signature authority, no individual has the authority to commit Auburn University contractually to goods and services, leased space, sponsored agreements and other types of agreements.

The departments and/or positions listed have the final authority to sign and obligate the University, however, University policies and processes may dictate various levels of internal review and signature before final signature. Please note that the University may enter into various other types of agreements not specifically listed. If your position does not have specific authority to enter into some contractual agreement with an outside party, you should pursue the appropriate signature with the department/position listed which most closely resembles the type of contract/agreement at issue. Proceeding to sign without authority could result in personal liability and present risks for the University.

Contract Signature Authority by Document Type

<u>Type</u>	<u>Final Signature authority*</u>
Advertising contracts	PBS/SBO
Assignment of Rights Agreements	SVPR
Athletic event contracts (game contract/settlements, broadcast contracts)	Athletic Director
Large and Small Public Works construction contracts per Alabama Code 39	AVP Facilities
Owner-Architect Agreements contracts	AVP Facilities
Professional Services Contracts for facility studies, design, or construction related	PBS/SBO and AVP Facilities (Joint Signature)
Services, such as testing, surveying, or other assessment services	
Professional Services Purchase Orders for facility design or construction related services	PBS/SBO and AVP Facilities (Joint Signature)

Contracts related to research, research compliance, Sponsored Projects or technology transfer

SVPR

Contracts not otherwise defined that impose a financial obligation on the University

PBS/SBO

Contracts related to the financial management of the University

Delegated by SVP for Business and Finance & CFO

Credit Card Merchants Agreements

Cash Management

Documents as delegated by the President

General Counsel

Employment contracts

President

Entertainment contracts

PBS/SBO

Entertainment/Artists/Performance contracts for Gogue Performing Arts Center (GPAC) & Jule Collins Smith Museum (JSCM)

Executive Director of the GPAC

Equipment rental agreements > \$3,000

PBS/SBO

Equipment rental agreements < or = \$3,000

Department Head/Dean

Finance Agreements pertaining to the purchase of goods

PBS/SBO

Gift agreements

SVP Development

Hotel contracts

PBS/SBO

Insurance applications

RMS

Insurance contract renewals and/or changes (after bid process)

RMS

Insurance recovery releases

RMS

International affiliate agreements

Provost and/or President

Invention agreements

SVPR

Leases

PBS/SBO

Licenses of Auburn owned technologies

SVPR

Maintenance agreements

PBS/SBO

Material transfer agreements

SVPR

OJI claims

RMS

Patent agreements

SVPR

Professional Service Contracts

PBS/SBO

Proof of loss statements

RMS

Purchase Orders

PBS/SBO (limited signature for purchases delegated to Buyers)

Residency/Preceptorship agreement

Provost

Royalty sharing agreements

SVPR

Settlements

RMS (w/approval of SVP of Business and Finance & CFO (or delegee) and dual signature of General Counsel)

Facility Service Contracts (Custodial, refuse, and pest control)

PBS/SBO, coordination w/ Facilities

services, etc.)

Management

Software Licenses > \$3,000

PBS/SBO

Software Licenses < or = \$3,000

Department Head/Dean

Space rental agreements

PBS/SBO

Sponsored Contracts

SVPR**

Sponsored Grants

SVPR**

Sponsored Loan agreements

SVPR**

Sponsored Memoranda of understanding

SVPR**

Sponsored Non disclosure agreements

SVPR

Sponsored Research Agreements related to Auburn owned technologies

SVPR

Sponsored Teaming agreements

SVPR**

Start-up Company Agreements

SVPR**

State Board of Adjustments Claims

Delegated by SVP for Business and Finance &
CFO

Third Party Financing Agreements that pertain to the purchase of goods

PBS/SBO

Vehicle acquisition (including application for title)

PBS/SBO

Vehicle disposal (including bill of sale; title)

Property Services

PBS/SBO - Procurement & Business Services /Strategic Business Operations**SVPR** - Senior Vice President for Research**RMS** - Risk Management & Safety

*Department/position listed represents the final signature obligating the university. Other reviews and signatures as policy dictates may be necessary before the final authority approves.

**Coordinate with PBS/SBO as appropriate