

**Mississippi University for Women
Signature Authority for Contracts
Effective January 7, 2019**

1. This procedure designates who, within Mississippi University for Women, is authorized to sign approved contracts on behalf of the University. Only individuals with formally delegated signature authority are able to obligate the University.
2. “Signature Authority” is the authority to execute transactions up to the limits established by the University President. The signer of a contract is ultimately responsible for the appropriateness and correctness of the transaction and its terms.
2. Any contract committing MUW in an amount equaling or exceeding \$50,000 must be signed by the University President.
3. Any contract that requires approval by the Board of Trustees for Institutions of Higher Learning (IHL) must be signed by the University President.
4. Any contract committing the University in an amount up to \$50,000 must be signed by the Chief Financial Officer.
5. Any employment contract must signed by the University President.
6. In the event a person with signing authority is unable to execute the contract, the University President, the Provost, or the Chief Financial Officer retains the authority to sign the contract.
7. In accord with IHL Board Policy 707.02, anyone signing a contract without authorization is subject to disciplinary action.
8. All contracts should be directed to the Office of Finance and Administration for approval and signature. This review is designed to provide reasonable assurance that all contracts and agreements have been reviewed for availability of funds, risk, compliance, form, and legal sufficiency. Until the contract has been signed by either the University President or the Chief Financial Officer, the contract shall not be considered legally binding. All initiated contracts are electronically held in the University’s master contract file in the Office of Finance and Administration. The Office of Finance and Administration is also responsible for ensuring that contracts requiring IHL Board approval are submitted to the Board before final execution. It is the responsibility of the originating office to keep a copy of the fully executed agreement on file.

9. Contracts with external parties and individuals should have the University's contract addendum attached unless this requirement has been waived by the University Counsel or the Chief Financial Officer. The contract addendum is available at the Office of Finance and Administration's website or by calling that office.

10. The contractor is responsible for initiating invoices under the terms of the contract. MUW requires original invoices signed by the contractor. Invoices should be submitted to the contracted department from which a payment request will be initiated. An approved budget authority must approve the payment request before payment will be issued. This approval indicates that any services or deliverables required for the invoice period have been rendered.

11. This procedure applies to all contracts other than sponsored programs contracts, including:

- Outsourcing Contracts – contracts entered into with a vendor to provide a service, such as food services, bookstore, or physical plant)
- Collections Contracts – contracts entered into with a vendor to collect fees or goods and services on behalf of the University.
- Consulting Contracts – contracts entered in with a vendor to provide professional services related to operational or logistical needs of the University.
- Copier Contracts – contracts entered into with copier vendors to provide technical and mechanical support, as well as supplies, for leased or owned copiers.
- Entertainment Contracts – contracts entered into with performers or performing groups to provide entertainment on the campus or for the University's benefit.
- Insurance Contracts – contracts entered into with insurance providers to supply University-related insurance coverage.
- Internship Contracts – contracts entered into with an external entity to allow students to participate as interns with that entity.
- Memorandum of Understanding/Agreement – contracts entered into with vendors, agencies, departments, or individuals to provide goods or services that are limited in nature and scope.
- Construction Contracts – contracts entered into with construction firms to build or repair buildings and structures on campus.

As MUW is the fiscal agent for MSMS, MSMS contracts will be reviewed for compliance with purchasing laws since any related purchase order or check for payment will be signed by MUW.