
AUTHORIZATION POLICY FOR CONTRACTS AND AGREEMENTS

Category: Compliance and Legal Matters
Responsible Office: Finance and Management, VP Office

Date Established: 12/01/2006
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POLICY SUMMARY

This policy designates those authorized to sign contracts and agreements for SUNY Buffalo State.

POLICY

Policy Statement

Only the authorized signers listed herein may sign/execute purchasing agreements for goods and services, or contracts and agreements that involve the use of college-owned/departmental equipment, supplies, or facilities; and/or require SUNY Buffalo State to provide any nature of services.

Those authorized to sign such contracts and agreements are: the Vice President for Finance and Management, the Associate Vice President for Finance and Management/Comptroller, the Director of Procurement Services, and/or the Purchasing Manager. The Facilities Procurement Coordinator has the authority to sign construction contracts. Any contract or agreement that originates in a department must first have the approval of the area supervisor/department chair before being submitted to the business office for signing.

Any other college employee who signs a contract or agreement may be held personally responsible for its performance (payment, liability, etc.). Any contract executed by an employee without express prior authorization is not valid or binding at SUNY Buffalo State. Employees place themselves at potentially great financial risk by entering into such agreements, written or oral, on behalf of the college without express prior written authorization.

Examples of campus contracts and agreements include, but are not limited to, the following:

- Procurement contracts
- Revocable permits
- Sponsorship agreements
- Memoranda of Understanding
- Leases
- Academic programs (3+2 programs)
- Software agreements
- Maintenance agreements
- Master Service agreements

Authorization Policy for Contracts and Agreements

- Cleaning agreements
- Off campus meeting venue agreements
- Consultant agreements
- Construction contracts
- Events agreements or contracts – entertainment, rentals
- Revenue or instructional (ESL tuition, etc.) contracts
- Continuing Education agreements

Applicability

This policy applies to all SUNY Buffalo State employees.

CONTACT INFORMATION

Finance and Management, VP Office
Cleveland Hall, Room 505
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-4311
Fax: (716) 878-4350
Website: <http://financeandmanagement.buffalostate.edu>
E-mail: vpfm@buffalostate.edu

REVISION HISTORY

Date of change: 02/26/2015

Brief description of edit: Adapted to standard template. Examples of campus contracts and agreements added.

APPROVAL

Approved prior to 2016