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**AUTHORIZATION POLICY FOR CONTRACTS AND AGREEMENTS**

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**Category:** Compliance and Legal Matters**Responsible Office:** Finance and Management, VP Office**Date Established:** 12/01/2006**Date Last Revised:** 10/2021**Date Posted to Library:** 11/03/2019

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**POLICY SUMMARY**

This policy designates those authorized to review, authorize, and sign contracts and agreements for Buffalo State College (College) and the Buffalo State College Foundation (BSCF)

**POLICY****Policy Statement**

To protect the assets and reputation of the college, all proposed contracts and agreements must be submitted to the College Procurement and Contracts Office for review, risk assessment, and authorization. If the proposed contract or agreement requires review by the Office of the Vice President for Finance and Management and/or the appropriate legal counsel, the Procurement Office may pursue those reviews at its discretion.

The Procurement and Contracts office will ensure such documents comply with any and all applicable campus, SUNY, state, Foundation, and other regulations. The College Procurement and Contracts Office will route to the AVP for Administrative Services, Vice President for Finance and Management, and/or legal counsel as appropriate.

Any contract or agreement that originates in a department must first have the review and approval of the area supervisor/department chair before being submitted to the College Procurement and Contracts Office for review.

Departments are asked to submit such documents with maximum possible lead time, preferably at least several weeks; however, in the event something needs to be expedited, please clearly state the rationale for expediting upon submission.

All software, including freeware, is associated with a contract and/or an agreement and requires additional review. Additional lead time is necessary for the review of software and other technology requests; depending on the nature of the request, this process can take up to 6 months or longer in addition to the time necessary for authorization as stated in this policy. See the [Information Technology Purchases/Acquisitions Policy](#) for more information.

Once reviewed and approved, the College Procurement and Contracts Office will route for authorization, signature and submission to the vendor.

No member of the campus community should sign or otherwise authorize a contract or agreement until it is routed through the College Procurement and Contracts Office.

Proposed contracts and agreements include, but are not limited to:

- Purchase Orders
- Procurement contracts
- Revocable permits
- Sponsorship agreements
- Memoranda of Understanding
- Leases
- Academic programs (3+2 programs)
- Software agreements
- Maintenance agreements
- Master Service 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
- Marketing agreements including those for social media, advertising, etc.
- Letters of Intent

### **Authorization**

All contracts and agreements require authorization from Finance and Management. The following is a list of authorized signers:

- Vice President for Finance and Management
- Associate Vice President for Financial Operations and Comptroller
- Director of Contract Management with Director of Non-Contract Procurement as back-up

For Buffalo State College Foundation contracts and agreements that have been approved for signature by the College Procurement and Contracts Office, refer to the BSCF Authorized Signers list.

Any unauthorized college or affiliate employee who signs a contract or agreement for either entity 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 Buffalo State College. Employees may

place themselves at great financial risk by entering into such agreements, written or oral, on behalf of the college without express prior written authorization.

### **Applicability**

This policy applies to all employees.

### **CONTACT INFORMATION**

Finance and Management, VP Office  
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### **RELATED INFORMATION**

Approval authorization policy for transactions in Sponsored Programs:

<https://adminpolicylibrary.buffalostate.edu/sites/adminpolicylibrary.buffalostate.edu/files/uploads/Documents/Authorization%20Policy%20for%20Transactions%20in%20SPO%2011-19.pdf>

### **REVISION HISTORY**

**Date of change:** 02/26/2015

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

**Date of change:** 11/01/2019

**Brief description of edit:** Updated with mention of BSCF and enhancement of submission process.

**Date of change:** 10-2021

**Brief description of edit:** Updated to clarify the order of necessary approvals

### **APPROVAL**

Approved prior to 2016