SIGNATURE AUTHORITY FOR CONTRACTS/AGREEMENTS
INTERNAL PROCESS

Department Receives or Initiates Contract

Budget Area Officer (BAO) or Budget Officer (BO) signs Contract

Contracts and boilerplate agreements are sent to the Director, Office of Legal Affairs (OLA)

Exception: Standard Letter Agreement =$/= $5,000

IF Contract is <$25K

Determines Risk Management & Insurance Needs; Initials Contract

and a certificate of insurance (COI) is NOT needed

Send to VPFA for signature. IF a certificate of insurance (COI) is needed, request at this time.

Contract returned to BAO/BO

BAO/BO sends contract Vendor for signature

BAO/BO forward to Accounts Payable for Processing

Contract returned to BAO/BO

BAO/BO sends contract Vendor for signature

BAO/BO forward to Purchasing for processing

IF Contract is >$25K

and a certificate of insurance (COI) is needed: Send to VPFA

All original legal documents involving title, leases, recorded instruments, etc. are held by the Business Office. Original contracts remain with the originating department and the Director, Office of Legal Affairs; VPFA; and Business Office are provided with fully-executed copies. The BAO/BO are responsible for maintaining the certificate of insurance & keeping current.

Effective June 30, 2009
Updated 1/13/2014
Please also see Memo dated 1/13/2014.