

# **Contract Policy**

## **Summary**

All contracts entered into in the name of Columbus State University are subject to the Policies and Procedures of the State Board of Regents. There are a number of requirements mandated by the State Attorney General that all contracts must adhere to in order to be recognized as a State obligation. In addition, many of the University's contracts are subject to State purchasing regulations and to the statutory constraints on contracts entered into by State agencies.

State law provides that persons entering into contracts without complying with all applicable state laws and regulations become personally liable for any amounts due under those contracts.

## **Purpose**

The purpose of this policy is to spell out the process that anyone at the University wishing to enter into a contract on behalf of the University needs to follow.

## **Policy**

All contracts, whether they commit CSU to expenditures, generate funds for CSU, are revenue neutral, are cooperative, etc., must be reviewed by the Office of Business and Finance and in some cases by the Office of the Provost prior to being signed.

Authority for signing all contracts resides with the President, the Provost and the Vice President of Business and Finance or their authorized designees. The Board of Regents requires that all designees must be documented as having signatory authority in the "permanent files of the institution".

## **Related USG Policy**

N/A

## **Last Update**

June 1, 2013

## **Responsible Authority**

Office of the Vice President for Business and Finance