

CONTRACTS

Policy:

The following positions are authorized to sign contracts on behalf of the college for less than \$100,000:

President
Vice President of Administration

The following positions are authorized to sign contracts on behalf of the college for less than \$10,000:

Vice President for Academic Affairs & Dean
Vice President for Enrollment & Marketing
Vice President for Student Services
Vice President for Information Services
Dean of Graduate and Professional Studies
Executive Assistant to the President
Associate Vice President of Finance & Controller
Director of Buildings & Grounds
Director of Athletics (for transportation only)

The following positions are authorized to sign contracts on behalf of the college for less than \$5,000:

Director of Athletics
Director of the Fischer Institute
Director of Student Activities & Orientation

No other employees are authorized to sign contracts on behalf of the college.

Any contract which is complex enough to require legal review should be forwarded to the office of the Vice President of Administration.

Contracts of \$10,000 or more, must be submitted to the Vice President of Administration for legal review one week prior to the date needed. Once the legal issues are settled, the Vice President of Administration or the President will sign the contract.

Contracts in excess of \$100,000, and any contract which involves real estate (other than routine housing leases), require approval of the Board of Trustees. The contract will then be signed by the President, who is the college's authorized signer.