

## Contract Signature Authority Policy

In order to carry on the day-to-day business of Auburn University, it is necessary for the President to delegate signature authority to certain departments and individuals occupying unique positions at the University. The list shown below reflects the approved delegated signature authority for most documents which typically result in some financial obligation or consequence for Auburn University. Please keep in mind that outside specific delegated signature authority, no individual has the authority to commit Auburn University contractually to goods and services, leased space, sponsored agreements and other types of agreements.

The departments and/or positions listed have the final authority to sign and obligate the University, however, University policies and processes may dictate various levels of internal review and signature before final signature. Please note that the University may enter into various other types of agreements not specifically listed. If your position does not have specific authority to enter into some contractual agreement with an outside party, you should pursue the appropriate signature with the department/position listed which most closely resembles the type of contract/agreement at issue. Proceeding to sign without authority could result in personal liability and present risks for the University.

### Contract Signature Authority by Document Type

<u>Type</u>	<u>Final Signature authority*</u>
Advertising contracts.....	PBS/SBO
Assignment of Rights agreements.....	SVPR
Athletic event contracts (game contract/settlements, broadcast contracts).....	Athletic Director
Large and Small Public Works construction contracts per Alabama Code 39.....	AVP Facilities
Owner-Architect Agreements contracts .....	AVP Facilities
Professional Services Contracts for facility studies, design, or construction related Services, such as testing, surveying, or other assessment services.....	PBS/SBO and AVP Facilities (Joint Signature)
Professional Services Purchase Orders for facility design or construction related services...	PBS/SBO and AVP Facilities (Joint Signature)
Contracts related to research, research compliance, Sponsored Projects or technology transfer .....	SVPR
Contracts not otherwise defined that impose a financial obligation on the University .....	PBS/SBO
Contracts related to the financial management of the University ....	Delegated by SVP for Business and Finance & CFO
Credit Card Merchants Agreements.....	Cash Management
Documents as delegated by the President.....	General Counsel
Employment contracts .....	President
Entertainment contracts .....	PBS/SBO

Entertainment/Artists/Performance contracts for Gogue Performing Arts Center (GPAC) & Jule Collins Smith Museum (JSCM).....	Executive Director of the GPAC
Equipment rental agreements > \$3,000.....	PBS/SBO
Equipment rental agreements < or = \$3,000 .....	Department Head/Dean
Finance Agreements pertaining to the purchase of goods .....	PBS/SBO
Gift agreements.....	SVP Development
Hotel contracts .....	PBS/SBO
Insurance applications.....	RMS
Insurance contract renewals and/or changes (after bid process).....	RMS
Insurance recovery releases .....	RMS
International affiliate agreements .....	Provost and/or President
Invention agreements .....	SVPR
Leases .....	PBS/SBO
Licenses of Auburn owned technologies.....	SVPR
Maintenance agreements .....	PBS/SBO
Material transfer agreements .....	SVPR
OJI claims.....	RMS
Patent agreements .....	SVPR
Professional Service Contracts .....	PBS/SBO
Proof of loss statements.....	RMS
Purchase Orders .....	PBS/SBO (limited signature for purchases delegated to Buyers)
Residency/Preceptorship agreement.....	Provost
Royalty sharing agreements .....	SVPR
Settlements .....	RMS (w/approval of SVP of Business and Finance & CFO (or delegee) & dual signature of General Counsel)
Facility Service Contracts (Custodial, refuse, and pest control services, etc.) .....	PBS/SBO, coordination w/ Facilities Management
Software Licenses > \$3,000 .....	PBS/SBO

Software Licenses < or = \$3,000.....	Department Head/Dean
Space rental agreements.....	PBS/SBO
Sponsored Contracts .....	SVPR**
Sponsored Grants .....	SVPR**
Sponsored Loan agreements.....	SVPR**
Sponsored Memoranda of understanding .....	SVPR**
Sponsored Non-disclosure agreements .....	SVPR
Sponsored Research Agreements related to Auburn owned technologies .....	SVPR
Sponsored Teaming agreements.....	SVPR**
Start-up Company Agreements .....	SVPR**
State Board of Adjustments Claims.....	Delegated by SVP for Business and Finance & CFO
Third Party Financing Agreements that pertain to the purchase of goods.....	PBS/SBO
Vehicle acquisition (including application for title).....	PBS/SBO
Vehicle disposal (including bill of sale; title) .....	Property Services

**PBS**- Procurement & Business Services  
**SBO**- Strategic Business Operations  
**SVPR** – Senior Vice President for Research  
**RMS** - Risk Management & Safety

*\*Department/position listed represents the final signature obligating the university. Other reviews and signatures as policy dictates may be necessary before the final authority approves.*

*\*\*Coordinate with PBS as appropriate*

Revised March 29, 2017  
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