
Policy:	Contract Procedures and Authorized Signature Policy
Policy No:	3.31
Approved:	Board of Trustees: September 2019

Scope of this Policy:

SUNY Sullivan enters into a wide variety of contracts including but not limited to contracts for the purchase of goods and services, construction contracts, software license agreements, rental agreements, lease agreements, clinical and other student placement agreements, transfer and articulation agreements, event contracts, contracts to provide educational training, programs, and services to third parties, grant agreements, scholarships agreements, and numerous other forms of agreements.

For purposes of this policy, a Contract is any document that contains an agreement between the College and an outside party which imposes any kind of obligation on the College, entitles the College to a benefit, or otherwise affects the College's rights, whether or not there is an exchange of funds between the College and the outside party. A contract which meets this definition is subject to this policy regardless of how it is titled (e.g., a contract may also be called an agreement, memorandum of understanding, memorandum of agreement, letter of intent, letter of agreement, license, lease, etc.) This policy also applies to any amendment, addendum, modification, correction, renewal, or extension of a contract.

Procedures:

All contracts should be initiated well in advance of the start date for the applicable contract to allow time to follow the College's contract procedures and negotiate the best terms and conditions for the College. Because contracts can create various forms of liability for the College and may create other obligations for the College or impose limitations on the College, it is essential to insure that all contracts follow and comply with the following procedures to the extent applicable:

Contracts related to the purchase of goods and services and construction contracts must comply with the College's Procurement Policy, the College's other Financial Policies, and must be coordinated with the College's Purchasing Department;

All contracts must comply with the College's Ethics and Conflict of Interest Policy;

Contracts for software licenses and other information technology services must be reviewed by the Director of Information Technology or his/her designee;

Contracts which involve the purchase of goods or services over \$5000 must be reviewed by the Controller or his/her designee;

All contracts must be reviewed by the Executive Council member of the Division in which they originate.

All contracts must be approved by the President of the College or his/her designee.

Contract Review and Authorized Signatures:

Contracts must be made in accordance with the established policies and procedures of the College and may only be executed by the President of the College or his/her designee.

Final Contracts:

The Division which originated the contract is responsible for retaining the fully executed version of the Contract. An electronic version of all contracts for the purchase of goods and services and/or construction contracts must be shared with the Purchasing Department.