
Policy: Contract Procedures and Authorized Signature Policy

No: 3.31

Approved: September 2019, May 2025

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 that imposes any 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 that 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 ensure 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 abide by the College's Procurement Policy and 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;
- Be reviewed by the Director of Information Technology or their designee if they involve software licenses and other information technology;
- Be reviewed by the Vice President for Administrative Services or their designee and the appropriate Executive Council member overseeing the department in which it originated.
- Be approved by the President of the College or their designee.

Contract Review and Authorized Signatures:

Contracts must be made following the established policies and procedures of the College and may only be executed by the President of the College or their designee.

Final Contracts:

The department that originated the contract is responsible for retaining the fully executed version of the Contract. An electronic version of all contracts must be provided to the Purchasing Department.