BF 200.1—CONTRACT-SIGNING AUTHORITY

PURPOSE
To provide Morehouse College employees with information regarding the authority to sign contracts and other agreements on behalf of the institution

SOURCE
College Policy

SCOPE
All Morehouse College employees, students groups and organizations

POLICY
No College employee may sign (execute) any contract purporting to be made on behalf of the College unless he/she has delegated signature authority to do so, pursuant to this policy. No contract executed by an individual without signature authority under this policy will be binding upon the College.

Any individual who signs a contract without the proper written authority from the President will be subject to disciplinary actions. (See HR 400.2.) Any contract signed by an individual without proper contracting authority may become the personal obligation of that individual.

The College has a centralized system of signature authorization. Except as may be expressly delineated by the president, only the president and the vice president for Business and Finance/chief financial officer are authorized to execute contracts and other written documents on behalf of the College. Except as may be limited by the president, vice presidents have the authority to hire and fire personnel within their areas.

All signature authority must be delegated in writing with specific limitations delineated by the president. Delegation is to the position within the College and not to the individual holding the position at the time of the delegation. A person in an acting or interim position also has the general signature authority of the position.