

BUSINESS AFFAIRS MEMO

DATE: June 1, 2019
TO: Faculty and Staff, Budget Unit Heads, Deans and Vice Presidents.
FROM: Business Affairs, Purchasing Office
RE: Authority to Sign on Behalf of NSU

***IMPORTANT:** The following shall be in accordance with Louisiana Constitution, Laws, Executive Orders and Policies.*

AUTHORITY TO SIGN CONTRACTS OR AGREEMENTS

Contracts are defined as:

- a legally binding promise, enforceable by law.
- an agreement between parties, with binding legal and moral force, usually exchanging goods or services for money or other consideration.
- all types of agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction.
- an agreement between a contracting authority and a person or business unit to provide a good, perform a service, construct a work, or to lease real property for appropriate consideration.

The authority to execute University contracts is vested in the President of Northwestern State University; however, the President has delegated to the Vice Presidents of each division a limited authority to execute University contracts for personal, professional, consulting and social service contracts up to \$49,999 with the exception of Legal Services, Architectural Services and Auditing/Accounting Services.

The Director of Purchasing has authority to sign all purchase orders and non-professional contract agreements on behalf of the University and the Director of Purchasing has delegated limited authority to Procurement Specialists to sign requisitions and purchase orders up to \$25,000.

No employee is authorized to sign contracts or agreements involving the expenditure of funds, regardless of source, or other types of contracts or agreements on behalf of the University not previously outlined. Any contract or agreement involving the expenditure of funds or the expenditure of university resources that require a signature on behalf of the University must be forwarded to the Director of Purchasing for review and receive a subsequent recommendation to request the President or Vice Presidents to sign the contract or agreement.

If you have any questions, please contact Dale Martin (dale@nsula.edu).

Thank you for your cooperation!!!