

MEMORANDUM

TO: Deans, Directors, Department Chairs

FROM: Evelyn Wilson

DATE: November 6, 2007

SUBJECT: University Agreements Approval & Signature Authority

The Virginia Public Procurement Act and the state Agency Procurement & Surplus Property Manual require that individual state agencies designate in writing those persons authorized to approve university agreements. This memorandum is being distributed to inform campus departments of the proper procedures to follow when a written agreement is executed that will commit Radford University (RU) to some specific action(s).

- **Approval**

Generally, university employees are **not** authorized to enter into agreements that commit Radford University to a specific course of action, either monetary or non-monetary. Such documents must be forwarded to Materiel Management and Contracts (MMC) for appropriate review and approval. This review ensures the agreement does not contain language contrary to university policy or state law. In certain circumstances, the Attorney General's Office will have to review and approve the document.

If an agreement is a standard form used repeatedly (e.g., residential student agreement), it only needs to be approved by MMC initially. It will not have to be approved again unless significant changes are made.

- **Signature**

University employees are **not** authorized to sign agreements in the name of Radford University. Such documents are to be signed by Materiel Management and Contracts staff or by those to whom delegated signature authority has been granted in writing.

If you have existing agreements that have not been reviewed by MMC and/or if you have signed existing agreements, these agreements may not be valid and you could be held personally liable. Forward these documents to MMC immediately.

If you are unsure whether a document needs MMC approval or if you have any questions regarding these procedures, contact Pam Simpkins at extension #6118.

When submitting agreements to MMC for review, sufficient time should be allowed for approval and signature.

Please disseminate this information to all appropriate personnel in your area.