

NUMBER: BTRU 1.04
SECTION: Board of Trustees
SUBJECT: Authority to Sign Contracts
LATEST REVISION: February 20, 1997
DATE: April 23, 1993(Rev.)
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Thomas Stepp
Issued by: Board of Trustees

I. Policy

1. All previous delegations or appointments of authority to sign contracts, checks, vouchers and agreements or to negotiate and accept contracts and grants binding upon the University are rescinded, and all previous resolutions on motions delegating such authority are revoked, provided, it is understood that all contracts executed pursuant to this policy shall be within the scope of existing Board Policy and including all procedures established by Board Policy.
2. The Secretary of the Board of Trustees is authorized to sign Board documents and resolutions for and on behalf of the Board of Trustees; and such Assistant Secretaries as may from time to time be designated in writing by the Secretary of the Board are authorized to perform the same duties in the absence of the Secretary or at his discretion. (All designations of Assistant Secretaries heretofore made by the Board are rescinded.)
3. The President of the University and the Secretary of the Board of Trustees are delegated authority to sign contracts and agreements which are binding upon the University, and no contract or agreement shall become binding upon the University unless such contract or agreement shall be in writing and shall have the signature of the President or the Secretary of the Board of Trustees affixed thereto or except as set forth below:
 - (a) the Secretary of the Board of Trustees is authorized to appoint in writing an Assistant Secretary to perform this duty in the absence of the Secretary or at his discretion;
 - (b) the Secretary of the Board of Trustees is authorized to delegate to the chancellors of the four-year campuses, and the Vice Provost for Regional Campuses and Continuing Education the authority to sign contracts and agreements which do not exceed \$25,000 excepting sponsored research grants and contracts and personnel agreements;
 - (c) the Associate Vice Provost for Sponsored Programs shall have the responsibility to review and evaluate all sponsored program proposals, awards, contracts, accountability statements and agency approval requests, and the authority (including the authority to delegate

same to an associate director) to sign such documents on behalf of the University of South Carolina System;

(d) the USC-Columbia Athletic Director shall have the authority to sign agreements engaging the University of South Carolina to participate in intercollegiate athletic contests provided that a duplicate original of such athletic contest agreements shall be deposited in the System Legal Department not less than fifteen days from the date of execution thereof;

(e) the Director of Purchasing shall have the sole authority to sign official University of South Carolina purchase orders; and

(f) in addition to the signature of the President or the Secretary, all contracts with a total value in excess of \$250,000 shall require the approval of a majority of the Executive Committee of the Board of Trustees.

4. Special ventures, exchanges and agreements to provide academic services must be viewed as contracts and any such agreement must be routed through the Vice President for Academic Affairs and Provost for review prior to execution as provided for herein. Except as provided otherwise in this policy, no element of the institution is authorized to prepare contracts and offer the same for acceptance by outside parties without prior review of such contracts in the Office of the Secretary of the Board of Trustees and the System Legal Department.

5. Except as provided otherwise in this policy, authority to sign contracts on behalf of the University is now centralized in the Office of the Secretary of the Board of Trustees with authority to review for approval before contracts are signed. The Office of the Secretary shall maintain a file containing all original contracts and agreements or duplicate originals as the case may be to which the University is a party; provided, however, that the Office of Sponsored Programs and Research may forward a copy of the final "Proposal/Award Processing Form" to this central repository on a timely basis. The Secretary of the Board of Trustees shall have the authority and duty to review and evaluate all aspects and implications of University contracting, reporting to and advising the President and the Board of Trustees thereon.