

## POLICY

Effective Date: 12/11/06

Approved By: President's Council

Authority: Western Washington University Board of Trustees Rules of Operation  
RCW 39.29.120 Contract management - Training

See Also: POL-U5348.08 Contracting for Personal Services

### **POL-U5348.06 AUTHORIZING CONTRACT SIGNATURE AUTHORITIES**

*This policy applies to all University contracts, except those related to an individual employee (e.g. employment or tenure related) or an individual student (e.g. housing, academic program or collections).*

#### **Definitions:**

Signature Authorities – Individuals authorized by the President to sign contractual agreements obligating the University, **regardless of the source of funds** or location of performance of the contract.

Contracts – Any written form of documentation legally obligating the University for performance or monetary issues. For example, any document that contains language related to pricing, statement of work, insurance, indemnification, legal venue, rights and responsibilities of either party or similar language, whether or not it involves monetary payment or indicates it requires the signature of the University, should be considered a legal contract. Contract Administration can advise on the status of a document if in doubt.

Personal Services – Services provided where the vendor is responsible for bringing expertise and methodology to the solution of an outcome based problem statement.

Client Services – Personal Services provided directly to University clients including, but not limited to medical services, and employment and training programs.

#### **1. University President Authorizes Contract Signature Authority**

Except as limited by the Board of Trustees, the President may delegate signature authority to other University personnel where necessary or appropriate for the effective administration of the University.

A signature designee may not permanently delegate their signature authority unless the President approves the delegation in writing.

The President delegates signature authority for common usage contract templates which have been pre-approved by all appropriate University officials to the Financial Manager.

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### **2. The Director of Purchasing Will Maintain List of Approved Signature Authorities**

The Director of Purchasing will coordinate with the President's Office to maintain a current approved list of signatories. The list will be reviewed and published at least annually.

Temporary delegations resulting from the absence of the approved signatory may be documented by an internal memo to Contract Administration and the President's Office naming the temporary delegate and the term of their authority.

### **3. Director of Purchasing Will Coordinate Required Training for Signature Authorities For Any Personal or Client Service Contracts**

RCW 39.29.120 requires that all personnel responsible for executing and managing personal service contracts and client service contracts receive training from the Office of Financial Management.