

EAST CENTRAL UNIVERSITY
SIGNATURE POLICY: Contracts and Agreements
Policy Statement

Unless specifically delineated in other University policy such as the purchasing policy, all proposed agreements and contracts shall be sent to the office of the President for formal commitment and execution. The President may delegate in writing to a Vice President or other university official the authority to sign any contract or agreement.

Reason for Policy/Purpose

Contracts and agreements may legally commit the university to obligations that require performance or expenditure of funds. Only the Board of Regents, university president or other designated official should enter into such contractual obligations.

EAST CENTRAL UNIVERSITY
Purchasing Policy

Purchasing Policy/Procedures

The first stage in any contract development is realization of a need to use outside goods or services, identification of appropriate entities to meet that need, negotiation of appropriate business terms, and drafting of an agreement. The Purchasing Office performs most of those functions for many purchasing transactions, but academic and administrative departments may also perform some of those functions for certain transactions, and the General Counsel of the Regional University System of Oklahoma is available to assist in the drafting/editing of any contracts. Once a purchasing contract or agreement has been through the initial development stage, it should follow the steps set forth below for formal approval by the University (complete and attach the TRANSMITTAL/TRACKING sheet to each contract/agreement):

Basic Purchasing Approval Procedure:

Step One: Department Approval. The first step toward approval of a contract is written approval (by cover memo) from the dean of the school or vice president of the department from which the agreement originates. If the resources of more than one school or department are implicated by the arrangement in any way, written approval from both (or all) schools or departments must also be provided.

All sole source (single source) procurements must have written justification. The decision to sole source must be approved by the Vice President for Administration and Finance, prior to vendor contacts, when the proposed expenditures qualify as a major procurement.

Step Two: All major procurement (ECU Purchasing Guidelines, \$25,000.00 or greater) of goods or services must be (ecok.edu/offices/purchasing/default.asp) reviewed by the Purchasing Director and approved by the Vice President for Administration and Finance and President and, where required by RUSO System rules, the Board of Regents. In addition all real property, regardless of amount, must be approved by the President.

All other purchases are in accordance with dollar limits and required approvals as set in the ECU Purchasing Guidelines.

Step Three: Risk Management Review. If the contract involves special risk management issues or requires proof of insurance, the Risk Management Team will need to give its approval.

Step Four: General Counsel Review. The contract, the departmental approval(s) and any collateral review comments must then be submitted to the GC for its review and approval if determined to be necessary by the President or the Vice President for Administration and Finance.

Step Five: Vice President for Administration and Finance Approval. Once approved by the GC, the contract will be forwarded to the Vice President for Administration and Finance for final approval and signature.

Step Six: The signed documents will be returned to the appropriate party for transmittal. A copy of the transmittal letter, or if transmitted by hand, a memo to that effect, should be returned to the Vice President for Administration and Finance , as well as a copy of the final signed contract, for inclusion in the file, as evidence that the contract is in effect.

Appendix A

Contract/Agreement Transmittal/Tracking Sheet

VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

1100 EAST 14TH STREET

Phone: (580) 559-5539 Fax: (580) 332-3790

CONTRACT & AGREEMENT TRANSMITTAL/TRACKING SHEET

(Name of the contract or agreement) BETWEEN EAST CENTRAL UNIVERSITY (Name of the University department)

Initial	Date
1.	The contract/agreement has the approval (by attached cover memo) from the dean of the school or vice president of the department from which the contract/agreement originated. If the resources of more than one school or department are implicated by the arrangement in any way, written approval from both (or all) schools or departments has been provided. (all sole source procurements must include written justification)
2.	The contract/agreement, if totaling \$10,000.00 or greater, has been reviewed by the University's Purchasing Director. a.) If sole sourced, must have been reviewed and approved by the Vice President for Administration and Finance.
3.	As applicable, the Risk Management Team has reviewed the contract/agreement for special risk issues or proof of insurance.
4.	The contract/agreement has been entered into the University's Centralized Contract Management Log in the Purchasing Office.
5.	The contract/agreement, the departmental approval(s) and any collateral review comments has been reviewed as applicable by the RUSO General Counsel (GC) and has received GC's approval.
6.	A signed copy of the contract/agreement has been returned to the appropriate party for transmittal.
7.	A copy of the transmittal letter, or if transmitted by hand, a memo to that effect, has been returned to the Vice President for Administration and Finance, as well as a copy of the final signed contract, for inclusion in the file, as evidence that the contract is in effect.