
SUBJECT: CONTRACTING AND SIGNATURE AUTHORITY

1.0 PURPOSE

1.1. The purpose of this policy is to establish the individuals authorized to sign Snow College contracts and provides for the sub-delegation of such authority. Its intent is to clarify authority to commit college resources. Employees who exercise authority delegated pursuant to this policy minimize their risk of personal liability for unauthorized actions. This policy will also safeguard college resources and minimize the college's financial, legal, operational, and compliance-related risks by establishing the authority and responsibilities of college employees with regard to reviewing and executing contracts and other written documents on behalf of Snow College.

2.0 DEFINITIONS

- 2.1. Contract: A written agreement between the college and one or more third parties that is binding and enforceable, such as an agreement under which the college purchases, leases, or acquires goods, services, or personal property, or obligates college time and/or resources.
- 2.2. College time and resources: This includes, but is not limited to, funding, personnel, office, laboratory and classroom facilities and equipment.

3.0 POLICY

- 3.1. Snow College officials designated by this policy are authorized to execute contracts and other written instruments on behalf of Snow College. Any contract executed by a person not authorized to do so by this policy is not binding on the college.
- 3.1.1. An employee who signs a contract that they are not authorized to sign is acting outside the scope of their employment and may be personally liable for any resulting liability or obligation. Such individuals also may be subject to disciplinary action, up to and including termination, under applicable human resources policies.
- 3.1.2. Employees executing contracts and other written instruments on behalf of the College are responsible for assuring that they have authority to act on behalf of the College and that such authority is exercised in compliance with applicable conditions, restrictions and guidelines.
- 3.2. The Utah Board of Regents policy number R220 delegates authority to the College Board of Trustees.
- 3.2.1. The Board of Trustees grants signing authority to the President and Vice-President of Finance and Administrative Services.

3.2.2. Trustees may approve further delegation of signing authority to others if they so choose.

4.0 PROCEDURES