Angelo State University
Operating Policy and Procedure

OP 30.02: Contract Authority Policy

DATE: October 18, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to state Angelo State University (ASU) policy relating to the approval and execution of contracts and agreements, as governed by the Board of Regents and the Texas Tech University System (TTUS). Contracts for the Offices of Facilities Planning and Construction and Sponsored Projects each have a separate contract review and approval process and are excluded from this operating policy.

REVIEW: This OP will be reviewed in April every five years, or as needed, by the executive director of contracts and materials management (CMM), who is responsible for the Contracting Office, with recommended revisions forwarded through the vice president for finance and administration to the president.

POLICY/PROCEDURE

1. Authority

Departments are required to follow Contracting Policy and Procedures, OP 30.01 when routing all contracts and attach a Contract Routing Sheet, which can be found in RamPort under Employee, Administrative Forms. Prior to signing contracts, the Contracting Office will review the contract to ensure that appropriate authority is in place to enter into a contract.

The authority to execute contracts is authorized by the TTUS Board of Regents and can be viewed in Section 07.12, Regents’ Rules. In addition, certain contract approvals are delegated by the administration and summarized in this operating policy.

Regents’ Rules or ASU Internal contract review summary:
Once a contract is reviewed and approved according to the guide above, the Contracting Office will route contracts for signature based on Section 2 of this operating policy. An individual executing a contract on behalf of a state agency without the authority to do so may be personally liable for damages following from repudiation of the contract.
2. **Contract Signature Authorization Process**

   A Contract Routing Sheet (Link A) must be attached to the contract and routed to the Contracting Office for review prior to signing a contract. According to Section 07.12.4.c, *Regents’ Rules*, component institution contracts may be signed by the president or by the president’s designee. The president has approved the following contract signature authority:

   (See next page.)
3. Contract Processing

Once contracts are signed, the Contracting Office will route the signed contract to the Purchasing Office to create a purchase order if applicable.

Link A: Contract Routing Sheet