UNIVERSITY POLICY P-04.00- 06/01

TO: University of West Florida Community

FROM: Morris L. Marx, President

SUBJECT: Authority to Sign Contracts and Other Documents

AUTHORITY: Section 240.202, 240.227 F.S.

Policy/Purpose: Designate signature authority for executing contracts and documents on behalf of the University and its constituent units.

The President's authority includes the approval and execution of all contracts, agreements, letters of understanding, memoranda of understanding, and other documents regarding legal assurances, commitments, and obligations on behalf of the University and its constituent units. The President requires that all such documents be submitted to the General Counsel for review and approval as to form and legality.

The President has delegated to Vice Presidents (and their designee(s), in certain circumstances) the authority to sign certain described contracts and other documents. Examples of such delegated authority include the following:

The Vice President for Academic Affairs (and designee(s)) has the authority to approve and execute all academic agreements including research contracts, solicitations and acceptances of research grants and donations, representations and certifications incidental to research contracts and grants, and agreements related to the exploitation of intellectual property.

The Vice President for Administrative Affairs serves as the main university contract officer.

The Vice President for Administrative Affairs (and designee(s)) has the authority to approve and execute all contracts related to the acquisition of commodities, goods, equipment, services, leases of real and personal property, and construction to be rendered to or by the University.

The Vice President for Advancement (and designee(s)) has the authority to approve and execute all contracts related to University Advancement including documents concerning University fundraising, endowments and gifts, agreements and projects involving public affairs/marketing relationships between the University and the general public, and agreements concerning the University of West Florida Foundation, Incorporated.

The Vice President for Student Affairs (and designee(s)) has the authority to approve and execute all contracts related to athletic grant-in-aid letters of intent, intercollegiate athletic contest contracts, facility rental contracts including vendor tables, contracts regarding summer youth camps, annual music royalty agreements, and agreements involving entertainment, speakers and other professional services related to campus activities and programming.
The Assistant Vice President and Chief Information Technology Officer has the authority to approve and execute contracts involving information technology and information resources.

The General Counsel has the authority to sign contracts for legal representation, settlement agreements, and other necessary documents regarding legal actions.

**Note:** With the exceptions of the Vice President for Academic Affairs and the Vice President for Administrative Affairs, this delegated authority applies only to documents and contracts with fiscal commitment of $100,000.00 or less.

In the absence of such an express delegation of authority by the President, it is appropriate for the President to sign all contracts, agreements, letters of understanding, memoranda of understanding, and other documents regarding legal assurances, commitments, and obligations on behalf of the University and its constituent units. Accordingly, University employees must not sign such contracts and other documents of agreement or commitment on behalf of the University unless they have been expressly delegated the authority to do so. For information and advice regarding such delegations of authority, University employees should contact the Office of the General Counsel.

APPROVED: Dr. Morris L. Marx

DATE: 6/4/01

6/11/02