

**PURCHASING AND ACQUISITION
CONTRACT SIGNATURE
AUTHORITY**



BUSINESS AND SUPPORT SERVICES

Regulation No: CF

Effective Date: 02/24/2020

1. PURPOSE

The purpose of this Contract Signature Authority Regulation is to set out the delegated authority for purposes of approval and execution of purchase orders, contracts, and contract modifications (extensions and renewals).

2. DEFINITIONS

Contract has the same definition as in CF (Local).

3. REGULATION

3.1 Subject to the Board Policy CF (Local), review of contracts by the Staff Attorney and Purchasing Department (as applicable), the President delegates authority for purposes of approval and execution of purchase orders, contracts, and contract modifications (extensions and renewals) as identified in CF (Exhibit).

3.2 The President may issue additional delegations of authority for the approval and execution of purchase orders, contracts, construction documents, job order contracts, and contract modifications as necessary from time to time.

3.3 DOLLAR THRESHOLDS: The dollar thresholds for approval shall be based upon the total length of the proposed contract and any automatic renewal periods.

3.4 CONTRACT MODIFICATION: Contract modifications that increase the contract value shall be approved by the corresponding delegation of authority for the revised total contract amount, including obtaining Board approval, if necessary.

3.5 LEGAL REVIEW: All contracts and contract modifications shall be reviewed and approved for legal form and sufficiency by the Office of the Staff Attorney, unless otherwise notified by the Staff Attorney or if an approved contract template is utilized.

4. REGULATION OWNER

Vice President for Fiscal Affairs

5. FORMS/REFERENCE/EXHIBITS

CF (Exhibit) Delegation of Signatory Authority Chart

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