SECTION 712
CONTRACT REVIEW

SOURCE: NDSU President, SBHE Policy Manual, Section 840

1. Any contractual agreement involving North Dakota State University must be signed by the President and/or the Vice President for Finance and Administration, or their designated representative or as otherwise stated in Section 2.

2. The following positions have contractual authority in the stated areas:

<table>
<thead>
<tr>
<th>Position</th>
<th>Authority</th>
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</thead>
<tbody>
<tr>
<td>Provost</td>
<td>academic agreements, international agreements, and agreements related to equity and compliance</td>
</tr>
<tr>
<td>Vice President for Agriculture and University Extension</td>
<td>entitlement programs such as Hatch and McIntire-Stennis funds and USDA/CSRS noncompetitive grants; Extension Service funds such as Smith-Lever funds</td>
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<tr>
<td>Vice President for Information Technology or Dean, NDSU Libraries</td>
<td>software site licensing contracts</td>
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<tr>
<td>Vice President for Research and Creative Activity</td>
<td>research grants and contracts and technology transfer documents</td>
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<tr>
<td>Vice President for Student Affairs</td>
<td>student affairs agreements</td>
</tr>
<tr>
<td>Director, Division of Fine Arts</td>
<td>Reineke Fine Arts and Askanase Hall use</td>
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<tr>
<td>Director of Purchasing</td>
<td>purchase agreements and leases</td>
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<tr>
<td>State Forester</td>
<td>Cooperative Forestry Assistance funds</td>
</tr>
</tbody>
</table>

3. Delegated authority to sign as a designated representative shall be in writing and submitted to the President. All contracts and contract amendments, must be approved by the Assistant Attorney General pursuant to State Board of Higher Education Policy 840. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the University. Assistant Attorney General approved form contracts don't need further approval unless they are changed.
4. Written delegation must specify area of contract authority by position and/or name and be reviewed by the delegator when person in that position changes.

For more information regarding contract review, see SBHE Policy 840 and NDUS Procedure 840.

HISTORY:

New July 1990
Amended April 1992
Amended November 1992
Amended May 1996
Amended February 2000
Amended October 2000
Amended January 2003
Amended February 2005
Amended October 2007
Amended January 2008
Amended December 27, 2010
Housekeeping March 16, 2015
Housekeeping August 31, 2015
Housekeeping January 25, 2016
Housekeeping March 24, 2017