Policy *712* Version 1 *08/31/2015*

**Policy Change Cover Sheet**

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| --- | --- | --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | 712 CONTRACT REVIEW | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes  No * Describe change: Housekeeping changes include updating the area to contact for agreements related to Equity, Diversity & Global Outreach’s mission and updating the title of General Counsel to Attorney assigned to NDSU | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office/Department/Name and the date submitted: Office of the Provost / Melissa Lamp * Email address of the person who should be contacted with revisions: melissa.lamp@ndsu.edu | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | |  |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **President’s Cabinet:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University  
Policy Manual  
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**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:

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| --- | --- |
| Provost and Vice President for Academic Affairs | academic agreements |
| Vice President for Agriculture and University Extension | entitlement programs such as Hatch and McIntire-Stennis funds and USDA/CSRS noncompetitive grants; Extension Service funds such as Smith-Lever funds |
| Office of the Provost | agreements related to Equity, Diversity & Global Outreach's mission such as grants and/or international agreements |
| Vice President for Information Technology or Dean, NDSU Libraries | software site licensing contracts |
| Vice President for Research and Creative Activity | research grants and contracts and technology transfer documents |
| Vice President for Student Affairs | student affairs agreements |
|  |  |
| Director, Division of Fine Arts | Reineke Fine Arts and Askanase Hall use |
| Director of Purchasing | purchase agreements and leases |
| State Forester | Cooperative Forestry Assistance funds |

1. 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 University General Counsel 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 Attorney assigned to NDSU approved form contracts don't need further approval unless they are changed.
2. 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](http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=35&SID=9) and [NDUS Procedure 840](http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=297&SID=60).

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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