

# 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:

Provost	academic agreements, international agreements, and agreements related to equity and compliance
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
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 Provost for Student Affairs and Enrollment Management	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

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](#).

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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
Housekeeping	August 31, 2015
Housekeeping	January 25, 2016
Housekeeping	March 24, 2017
Housekeeping	June 15, 2018
Housekeeping	September 5, 2025