

# CONTRACT PROCEDURES FOR NON-EMPLOYMENT CONTRACTS

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**RESPONSIBLE OFFICIAL TITLE:** CHIEF FINANCIAL OFFICER

**RESPONSIBLE OFFICE:** PROCUREMENT

**EFFECTIVE DATE:** 2/25/1982

**NEXT REVIEW DATE:**

**SUPERSEDES POLICY:** FORMERLY ADMINISTRATIVE REGULATION II-3.0-3

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

1. Each contract under consideration must have a contract approval cover sheet completed by the faculty/staff person responsible for initiating the contract for Northern Kentucky University.
2. Contracts are to be routed according to the cover sheet to allow each dean/director and major department head the opportunity for review and comment.
3. Each contract is to be reviewed by the Office for Legal Affairs.
4. Contracts may only be signed by an authorized agent of Northern Kentucky University.
  - a. The President of the University is recognized as the contracting office of the University.
  - b. No one at the University has the authority to sign contracts binding the University unless they have a written delegation of authority from the President. Such delegation shall specify the extent of the authority. A copy of this written delegation shall be filed with the Office for Legal Affairs.
5. All original signed contracts shall be kept in the Office for Legal Affairs. Exceptions to this requirement will be made on a case determination, (for example, contracts associated with Purchase orders).

## II. ENTITIES AFFECTED

Faculty, Staff, and Students

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Formatting & Updates to Revision History	August 5, 2019
Format Change to Policy (Significant changes are board-inform rather than board-approve)	January 14, 2015 – designated as policy <b>not</b> requiring board approval – see criteria in Presidential Recommendation C-7, p. 96 of BoR materials
New Policy – Administrative Regulation II-3.0-3	February 25, 1982