

General Policy - Contract Review

Policy:

1. Any contract involving Bismarck State College must be signed by the President and/or Executive Vice President, or their designated representative or as otherwise stated in the section below.
2. The following positions have contractual authority in the stated areas:
 - Provost & Vice President for Academic Affairs, Vice President, Energy Technology Programs and Director, NECE, Associate Vice President for Academic Affairs, and Associate Vice President for Energy Technology Programs – academic and training agreements
 - Associate Vice President for Continuing Education, Training and Innovation or designee– conference agreements and workforce contracts
 - Chief Information Services Officer – software site licensing contracts
 - Associate Vice President for Finance and Operations – purchase agreements and leases
 - Associate Vice President for Student Affairs – student affairs agreements
 - Vice President for College Advancement and Executive Director, BSC Foundation – grant contracts and applications
 - Director of Athletics – rental agreements
3. Delegated authority to sign as a designated representative shall be in writing. All contracts must be approved by ND University System (NDUS) legal 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 college.

Reference:

State Board of Higher Education Policy 840.

History:

Approved by the President's Cabinet October 21, 2005.

Revisions: June 4, 2008.