



PROCEDURE

Signatory Authority

Procedure Administrator: Vice President for Administration & Finance and
Chief Financial Officer

Authority:

Effective Date: February 24, 2016; April 27, 2020, November 12, 2020

Index Cross-References: VI-65: Signatory Authority Policy

Procedure File Number: 6416

Approved By: Dr. Harvey Kesselman, President

All commitments of University resources must be reviewed and their associated agreements must be signed by authorized officials. It is essential that agreements and contracts are consistent with the goals and objectives of the University and do not expose the University to unacceptable financial or legal risks.

This procedure applies to designated employees who have been assigned signatory authority and responsibility to approve and execute contracts, documents for procurement of goods and services, contracts for the purchase and sale of real estate, grant agreements and awards, and travel on behalf of the University.

I. CONFLICT OF INTEREST:

It is the responsibility of all University employees to ensure that the University does not enter into contracts that present conflicts of interest. University employees must exercise their authority in a manner consistent with the University Code of Ethics Policy I-50.

II. CONTRACTS AND AGREEMENTS:

All contracts and agreements in excess of the bid threshold pursuant to N.J.S.A. 18A:64-54 must be reviewed by the University's Office of General Counsel prior to execution.

The University does not recognize contracts signed by University employees as binding on the University unless the employee who signed the contract has duly delegated signatory authority. Employees who sign contracts purporting to bind the University without delegated authority may be personally subject to legal action by the vendor and may be subject to disciplinary or administrative action, as appropriate, by the University.

The President has the authority to approve and enter into contracts and agreements on behalf of the University. The President delegates the following authority:

1. The Vice President for Administration & Finance and Chief Financial Officer is delegated the authority to execute contracts and agreements on behalf of the University in an amount up to \$2,500,000.
2. The Director of Procurement & Contracting of the University is delegated the authority to execute contracts on behalf of the University in an amount up to \$250,000.
3. The Executive Director for the Office of Research and Sponsored Programs is delegated authority to execute grant agreements on behalf of the University after review by the University's Office of General Counsel in an amount up to \$500,000.
4. The Executive Director of the Noyes Museum and the Dean of the School of Arts & Humanities is delegated authority to execute Exhibition Agreements and Consignment Agreements for the Noyes Museum after review by the University's Office of General Counsel.
5. The Provost, or the Provost's designee, is delegated authority to execute academic affiliation agreements, internship agreements, and memorandums of understanding.
6. The Dean of the School of Education is delegated authority to execute Cooperating Teacher Service agreements.
7. The Executive Director of the Southern Regional Institute and Educational Technology and Training Center is delegated authority to execute condensed service agreements after review by the University's Office of General Counsel.

Copies of all fully executed agreements shall be sent by officers delegated signature authority under this Procedure to Stockton.Contracts@stockton.edu and shall be retained in the files of such officers.

III. REAL ESTATE CONTRACTS AND AGREEMENTS:

The President has the authority to approve and enter into contracts and agreements on behalf of the University for the purchase of real estate in an amount up to \$1,000,000 and for the sale of property in an amount up to \$2,000,000. The President delegates the following authority:

1. The Vice President for Administration & Finance and Chief Financial Officer is delegated the authority to execute contracts and agreements on behalf of the University for the purchase of real estate in an amount up to \$1,000,000 and for the sale of property in an amount up to \$2,000,000.
2. The Director of Real Estate is delegated the authority to execute closing documents and certificates on behalf of the University that are required in connection with the purchase or sale of real estate, after review and approval by the Office of General Counsel and in accordance with University policies and procedures.

All contracts and agreements for the purchase or sale of real estate and all closing documents and certificates required in connection with the purchase or sale of real estate shall be reviewed and approved by the University's Office of General Counsel prior to execution.

IV. PROCUREMENT AND PAYMENT OF GOODS AND SERVICES:

The President has the authority to approve purchase orders and payments for the procurement of goods and services on behalf of the University and delegates the following authority:

1. Deans and Directors can approve purchase orders and payments for the procurement of goods and services that do not exceed \$50,000.
2. Purchase orders and payments for the procurement of budgeted goods and services for any Division that exceed \$50,000 require the approval of the Divisional Executive (Cabinet Member who is responsible for each University Division).
3. Divisional Executives can approve purchase orders and payments for the procurement of goods and services within the Division's annual budget.
4. The Vice President for Administration & Finance and Chief Financial Officer has authority to approve all institutional disbursements up to \$2,500,000.

Internal and External Awards:

The University President shall approve all Academic Development grant proposals and requests for sabbatical leave.

The Provost shall approve all grant proposals, sabbatical leaves, subventions, Career Development Committee recommendations, Research & Professional Development recommendations, and other internal University awards for Academic Affairs.

Travel:

The President has the authority to approve travel for University employees on behalf of the University and grants the following authority:

1. Divisional Executives are authorized to approve travel for their respective Deans and Directors.
2. Deans and Directors are authorized to approve travel for their respective Faculty, Staff, Students, program receptions, study tours, and staff training.

All international travel including international study tours are subject to additional review and approval by the Office of Global Engagement and the Office of Procurement, Contracting, and Risk Management.

International travel also requires approval by the Divisional Executive.

All requests for travel must be made in accordance with the University's Travel Procedure and approved by the University's Director of Disbursements.

V. DELEGATION OF AUTHORITY:

Delegations of authority may be essential for efficient and effective operations; however, the delegating officials retain overall responsibility for matters delegated to personnel under their supervision.

All University employees with signatory authority must obtain prior approval from the Vice President for Administration & Finance and Chief Financial Officer to delegate

signatory authority to any other employee on a Delegation of Signatory and Approval Authority form. An employee may only delegate the signature approval of such employee and any delegations shall only be made within the same Division.

Review History:

	Date
Procedure Administrator	10/23/2020
Divisional Executive	10/23/2020
General Counsel	11/03/2020
Cabinet	11/12/2020
President	11/12/2020