



Procedure 4.5: Delegation of Signatory for Alabama A&M University for Contracts

Volume 4: Legal

Managing Office: Office of the President

Effective Date: March 7, 2012; Revised: August 1, 2017

Pursuant to Section 16-49-23 of the Code of Alabama, the Bylaws of the Board of Trustees of Alabama Agricultural and Mechanical University, and consistent with the organizational chart of the University, the President of the University designates the following individuals as signatories for contracts, with the exceptions as noted in paragraphs A and B below:

For any in amount less than \$15,000 for the division(s) indicated with authority to sign contracts for these divisions as follows:

1. **The 1890 Alabama Cooperative Extension Service (ACES) Administrator** – The Extension Programs
2. **Provost and Vice President for Academic Affairs** – Division of Academic Affairs and Research, Economic Development and 1890 Programs
3. **Executive Vice President and Chief Operations Officer** – Divisions or Offices of Business and Finance, Student Affairs, Marketing, Communications and Advancement; Chief Information Office; Title III Programs; Emergency Preparedness; and Human Resources.

In the event of a vacancy in either of the senior personnel officers' positions, the president of the University will designate an individual that would be authorized to sign the contracts under \$15,000.

Upon the review of submitted contracts that meet the above stated criteria, the Office of General Counsel may forward the contracts to the appropriate Vice President or Administrator to obtain any necessary signatures, if the submitted contract is within the stated guidelines.

EXCEPTIONS:

- A. For any contract that will bind the University for two (2) or more years, is a contract paid by the Public School Construction Account (PSCA), or is obtained through a request for proposal must be signed by the President of the University.
- B. The President designates the following University Officials to sign the contracts outlined below:
 1. **Vice President for Business & Finance** –The Vice President of Business & Finance has the authority to sign required banking documents and forms for financial audits.
 2. **Athletics Director** – The Athletics Director has the authority to sign guarantee game contracts for all university authorized sports.
 3. **General Counsel** – The General Counsel has the authority to sign letters of engagement for outside legal services.