

CONTRACT REVIEW

1. Any contractual agreement involving Mayville State University must be signed by the President and /or the Vice President for Business Affairs and/or their designated representative or as otherwise stated in Section 2.
2. The following positions have contractual authority in the stated areas:
 - Vice President for Academic Affairs
 - academic agreements including grants;
 - computer software and hardware agreements;
 - Vice President for Student Affairs & Institutional Research
 - student affairs agreements;
 - college fair and recruitment activity agreement;
 - Director of Campus Programming
 - room rental and student senate activity agreements;
 - Athletic Director
 - athletic contest and department agreements;
 - Music Director
 - Fine Arts agreements.
3. All contracts must be approved by NDUS General Counsel pursuant to State Board of Higher Education Policy 840. Delegated authority to sign as a designated representative shall be in writing. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the University.

Reviewed: Fall, 2008

Sponsor: President's Cabinet