

Section: General Administration

Section Number: 1.10

Subject: Contractual Commitments

Date of Present Issue: 11/10/93

Date of Previous Issues:

POLICY:

Any contractual commitment made on behalf of the University must have prior approval from either the Cabinet member responsible for the area involved or the President of the University, before the contract is finalized.

Contractual commitments made on behalf of the University, or any department thereof, must be in writing and must be signed by either the appropriate Cabinet member or the President of the University.

Contractual commitments for goods and services purchased on behalf of the University will follow the guidelines in the Purchasing procedure, Section [3.20.7](#).