



Drury University Board of Trustees policy 400.004P: Signatory Authority limits the signing of all university contracts, regardless of type or amount, to the following positions:

- President
- Chief of Staff
- Executive Vice President for Administration
- Chief Financial Officer
- Executive Vice President for Operations

Any one of the above persons may sign contracts up to \$10,000; contracts greater than \$10,000 require two signatures.

Any contract/agreement containing financial commitments greater than \$20,000 requires that the contract be reviewed and approved by the President.

Furthermore, university policy requires that all policies be reviewed for legal liability and accuracy by the Chief of Staff/In-House Counsel **prior to signing of the contract.**

Review by additional parties, prior to signing, may also be required as described below.

### Section 1: Preparer Information

Employee Name	Phone	Email
Department	GL Account Number(s) for this Transaction	
Budget Manager	Budget Manager's Supervisor	Divisional VP/Executive Director

### Section 2: Vendor Information

Vendor Name	Vendor Contact		
Phone	Fax	Email	
Address	City	State	Zip

### Section 3: Contract Summary

<input type="checkbox"/> New contract <input type="checkbox"/> Renewal/extension of existing contract <input type="checkbox"/> Amendment to existing contract <input type="checkbox"/> Modification of existing contract Indicate pages and paragraphs modified: _____		
Contract Description:		
Contract Start Date:	Contract End Date:	Contract Amount (if applicable): \$
<input type="checkbox"/> The contract has been reviewed for accuracy by the initiating department. <input type="checkbox"/> The contract contains handwritten changes (see attached).		

**Selection of any box in Sections 4-13 will necessitate corresponding signatures on the next page.**

**Section 4: Technology Services**

- Is this contract related to the purchase of **any** technology-related goods or services (e.g., computers, tablets, phone lines, network cabling, and software)?
- Does this contract contain technology-related obligations on the part of the university (e.g., the provision of computers, setup and/or maintenance of equipment, network services, cabling, phone service, integration of software into existing platforms)?

**Section 5: Furniture and Equipment**

- Is this contract related to the purchase of any non-technology equipment and/or furniture?
- Does this contract contain obligations on the part of the university to furnish specific equipment and/or furniture?

**Section 6: Construction/Renovation**

- Does this contract involve any construction or renovation requirements or requests (no matter how small the cost)?

**Section 7: Financial Services and Consultants**

- Is this contract related to the hiring of any financial consultant or service (e.g., auditors, investment managers, financial advisors, and fundraising consultants)?
- Does this contract contain any financial service obligations on the part of the university (e.g., collection/processing of payments, distribution of financial aid, administration and oversight of program funds)?
- Does this contract contain financial obligations on the part of either party (e.g., either party is a purchaser of goods or services, either party is liable for funds due to requirements of the contract, the contract contains financial penalties)?
- Does this contract relate to any employee benefit?

**Section 8: Insurance**

- Does this contract contain insurance requirements of any sort?

**Section 9: Personnel**

- Does this contract contain provision for or will this contract necessitate the hiring of additional personnel (part-time or full-time faculty or staff, GA, or student)?

**Section 10: Facility Rental (non-wedding, reception, etc.)**

- Is this contract related to the rental of university facilities and/or equipment by an outside party?
- Is this contract related to the university's rental of an off-site location or of non-university property?

**Section 11: Real Estate and Personal Property**

- Does this contract involve the buying or selling of any real estate by the university?
- Does this contract involve the buying or selling of any personal property (e.g., vehicles, equipment, furniture)?

**Section 12: Academics**

- Is this contract related to an agreement between the university and another party/organization/institution which will provide educational services to Drury University students, either on campus or off-site?

**Section 13: Media Involvement, Marketing, Publications**

- Does this contract contain requirements regarding media coverage or media relations?
- Does this contract involve marketing or advertising of any sort of the University?

## Signatures:

If any boxes in Sections 4-13 were checked, the following persons must sign:

Section:	Role:	Signature	Date:
Section 4: Technology	CIO		
Section 5: Furniture and Equipment	Director of Facilities Svc.		
	COO/VP Operations		
Section 6: Construction/Renovation	Director of Facilities Svc.		
	COO/VP Operations		
	VP Administration		
Section 7: Financial Svc.	VP Administration/CFO		
Section 8: Insurance	VP Administration		
Section 9: Personnel	Director of HR		
	VP Administration		
Section 10: Facility Rental	VP Administration		
Section 11: Property	VP Administration		
Section 12: Academics	VP Academic Affairs/Provost		
Section 13: Media, Marketing	VP Marketing & Communications		

Signatures required for all contracts/agreements:

Role:	Printed Name:	Signature	Date:
Preparer			
Budget Manager			
Budget Manager's Supervisor			
Division VP/Exec Director			
General Counsel			

All contracts containing financial obligations of \$20,000 or greater:

Role:	Printed Name	Signature	Date:
President			

### Next Steps:

- Attach this form to the applicable contract/agreement.
- Forward the contract/agreement to a designated signer (see policy 400.004P: Signatory Authority) for final approval.
- If necessary, forward the signed contract/agreement to the secondary party.
- Forward a fully executed copy of the contract/agreement to Administrative Services for filing.