

Responsible Official (Title):	Director of Procurement
Responsible Office:	Procurement and Support Services
Responsible Division:	Administration and Finance

Authorized Contract Signature

1. Policy Statement

The authority to sign contracts is codified in the CSU Contracts and Procurement Policy ID 7865355 and CSU Executive Order 1000. These policies articulate the CSU's requirements related to responsibility and authority to ensure procurement and contracting activities comply with applicable policies and regulations. Accordingly, authority to sign and to certify contractual documents is limited to officers who have been duly authorized in writing by the campus President and whose name and position titles are on file with the Office of the Chancellor.

2. Authority

CSU Contracts and Procurement Policy ID 7865355 and CSU Executive Order 1000.

3. Scope/Applicability

All employees

4. Exclusions

N/A

5. Supersedes

N/A

6. Policy Procedures

6.1 Any and all agreements and contracts submitted to individuals or departments for signature by vendors or outside agencies must be forwarded to Procurement and Support Services for review and signature. Only personnel authorized by the University President may commit the campus to contractual arrangements.

For additional information and for questions regarding this policy, please contact the Director of Procurement at 278-2111.

7. Contact Information

Director of Procurement.

8. Key Search Words

Contract, Signature,

9. History/Revision Dates:

Approved: July 1996
Revised: February 2022

10. Next Evaluation Date or Sunset Date:

February 2027

11. Consultative Review by the Academic Senate:

Yes No

The official version of this information is maintained only on the University Policies Manual (UPM) website. Please make certain to review the material on the website before placing reliance on any printed version or any other online source.
