



Procedure 4.5: Delegation of Signatory for Alabama A&M University for Contracts Less than \$15,000

Volume 4: Legal

Managing Office: Office of the President

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I. PROCEDURE

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 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

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.

Any contract that will bind the University for two (2) or more years, is a contract paid by the Public School Construction Account (PSCA), is obtained through a request for proposal

(RFP), or which exceeds the amount of \$15,000 shall be signed by the president of the university.

The Office of General Counsel shall forward to the Office of the President, on the 1st working day of each month, a list of all contracts signed by the above designated individuals during the previous month. Such list shall include the name of the entity the University has contracted with, the amount of the contract, the length of the contract and the individual that signed the contract.