



Name of Policy	Delegation of Contractual Authority Policy
Description of Policy	To establish guidelines and procedures for delegating authority and assigning responsibilities within the organization.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organizational unit, etc</i>)
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
Policy status	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

Approval authority	Office of the President
Governing authority	Office of the President
Responsible officer	Office of University Compliance

Approval date	September 1, 2023
Effective date	September 1, 2023
Approval date of last revision	N/A
Effective date of last revision	N/A
Date of policy review*	Every 4 years or as requested by the IEO.

**Unless otherwise indicated, this policy will still apply beyond the review date*

Related legislation, policies, procedures, guidelines, and local protocols	IHL Board Policy 301.0703 (B)
---	-------------------------------

Table of Contents

1. Purpose.....	2
2. Internal Signature Authority	2
3. External Signature Authority	2
4. Employees	3
5. Enforcement.....	3
6. Exceptions.....	3
7. Review.....	3

1. Purpose

This policy establishes Alcorn State University's delegation of contractual authority process to promote efficient operations while maintaining accountability and sound internal controls. This policy covers delegation of signature authority for both internal university documents/forms and external contracts, agreements, and commitments.

2. Internal Signature Authority

- 2.1 The President of Alcorn State University holds overall authority and responsibility for university operations under the Board of Trustees of State Institutions of Higher Learning.
- 2.2 The President may delegate signature authority to other university officials for administrative and financial matters, except where prohibited by law, board policies, or university policies.
- 2.3 University officials who hold inherent signature authority based on their positions may further delegate that authority by submitting a Signature Authorization Form to the next highest level of administration for approval. The form must specify the scope and duration of the delegation.
- 2.4 Delegations should only be made where necessary for efficient operations, to competent employees, and in alignment with sound internal controls. The delegator remains responsible for actions taken under the delegation.
- 2.5 The delegate may only sign on behalf of the delegator and may not sub-delegate this authority. The employee's signature should indicate they are signing on the delegator's behalf.
- 2.6 Delegations expire on July 1 annually unless a new form is submitted. Delegations must also be revoked if either party leaves their position.
- 2.7 Appropriate internal controls, including segregation of duties, must be in place when determining delegations. Transactions must comply with all policies and regulations. The delegator oversees the delegation.

3. External Signature Authority

- 3.1 The President, delegates external contract signature authority to Senior Cabinet members up to \$24,999. Cabinet members may further delegate limited signature authority to appointed subordinates provided the cabinet member reviews and approves the expenditure documentation prior to their delegate signing on their behalf.

All delegated procurement authority is subject to university purchasing policies and procedures. Expenditures must represent prudent use of University funds, with due diligence to assess need, evaluate alternatives and obtain competitive pricing.

Cabinet members retain responsibility and accountability for all expenditures made under their delegated authority. The Compliance Office will periodically audit expenditures for compliance and appropriate utilization of delegated authority.

This delegation aims to streamline procurement approval while retaining senior cabinet oversight for significant expenditures. Cabinet members are expected to exercise prudent judgement and ensure delegates properly utilize delegated signature authority per University policies.

3.2 All external delegation of contract signature authority must:

- Be in writing.
- Specify the scope and duration of the delegation.
- State the need for advance contract review.
- Be made to position titles, not individuals.
- Be documented and reviewed annually.

3.3 The delegator remains responsible for external contracts signed under their authority. Employees may not sign external commitments without proper delegation.

3.4 External contracting must comply with the university's Individual Conflict of Interest Policy.

3.5 Delegations relating to expenditures must have sufficient approved budget funds.

4. Employees

4.1 Employees may not sign contracts or agreements on behalf of the University unless expressly authorized by written delegation from the President.

4.2 Employees provided delegated authority are responsible for ensuring compliance with all applicable laws, regulations, and policies.

5. Enforcement

Violations of this policy may result in appropriate disciplinary action. Agreements not properly authorized as required under this policy shall not be binding on the University.

6. Exceptions

Any exceptions to this policy must be approved in advance by the appropriate Vice President after consulting the Office of University Compliance.

7. Review

This policy shall be reviewed every four years or as needed by the Chief Compliance Officer.

REVIEWED BY:

/s/ Alfred L. Galtney, J.D. _____
Chief Compliance Officer Date

APPROVED:

/s/ Tracy M. Cook, Ed.D. _____
Interim President/IEO Date