



SUNY Orange Policy Manual

Policy Number	Policy Title
BP4.4	Contracting Authority

The Board of Trustees is authorized by Education Law § 6306 (7) to enter into contracts and agreements it deems necessary and appropriate for the effective operation of the College. The size and complexity of the College is such that individual review by the Board of Trustees of every agreement is neither feasible nor in the best interest of the College. Therefore, certain delegations of contracting authority are appropriate within the following specified guidelines for the timely, efficient administration of the College.

The President is delegated contracting authority and hereby expressly authorized and empowered to contract in the name of the College as follows:

- **Personnel:** All employment contracts shall be signed by the President. The President shall approve the employment of unclassified personnel. Personnel thus approved shall be submitted to the Board for ratification at the earliest practical time.
- **Capital Improvement Change Orders:** The Vice President for Administration may approve a capital improvement change order.
- **Service:** The President or his/her designee shall have authority to execute service agreements for the College.
- **Instructional Agreements:** The College President or his/her designee is expressly authorized to sign all instructional agreements on behalf of the College.

Upon the review and approval of the Board of the terms of any agreement, the College President is authorized to sign all cooperative, inter-institutional and interagency agreements on behalf of the College.

Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed, on behalf of the College, by either the Board Chairman or the President (or his/her designee).

The President is hereby designated as custodian of all contracts of the College. He/she shall maintain on file in either the President's office or the Vice President for Administration's office one (1) original of every contract to which the College is a party.