

General Policy - Contract Authority and Review

Policy:

1. Any contract of \$10,000 or more involving Bismarck State College must be signed by the President and/or Vice President for Operations/Chief Financial Officer, or their designated representative as stated in the section below.
2. Any contract below \$10,000 shall be required to be signed by the President, Vice President for Operations/Chief Financial Officer, Vice President for Student Affairs, Vice President for Academic Affairs, Vice President for College Advancement and Executive Director, BSC Foundation or Chief Human Resources Officer or their designated representative as stated in the section below.
3. The Executive Council members identified in Section 2, may delegate authority to sign as a designated representative. This delegation shall be in writing, including delegation, name, position and be specific in nature. All delegations will be reviewed and approved by the President and must be filed with BSC Accounting Services bsc.accounting@bismarckstate.edu or human resources. All designations are void upon start date of newly appointed President and/or Executive Council member(s) listed in Section 1 and 2.
4. All signed contracts, regardless of the dollar amount, must be forwarded onto BSC Accounting Services department bsc.accounting@bismarckstate.edu or BSC Human Resources for filing and review. This policy and procedure will be reviewed through the Campus Council based on the policy review schedule.
5. All contracts must be approved by ND University System (NDUS) legal counsel pursuant to State Board of Higher Education Policy 840. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the college.
6. The date and term of all contracts need to be logged and monitored by BSC Accounting Services annually for renewal.
7. BSC staff and faculty who violate this policy will be disciplined in accordance with BSC processes and procedures.

Reference:

State Board of Higher Education Policy 840.

History:

Approved by the President's Cabinet October 21, 2005.

Revisions: June 4, 2008; September 5, 2012; reviewed by the Operations Council on June 24, 2013 and approved by the Executive Council on July 17, 2013; August 4, 2014; July 28, 2016; October 20, 2016; September 24, 2019; approved by the Executive Council on April 16, 2021.