

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	CONTRACT SIGNATURE AUTHORITY	Procedure Number:	1-3-101.1
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	1-3-101		

Approved: 
President

Date
Adopted: 1/13/2020
Date
Revised: 10/17/2022

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The Secretary of the Aiken County Commission for Technical and Comprehensive Education (ACCTCE) is authorized to sign Commission documents and resolutions for and on behalf of the Commission. In the absence of the Secretary, the Commission, by resolution, shall designate an acting secretary, who shall be a member of the Commission, to sign documents and resolutions on behalf of the Commission.

The Chief Business Officer and the Director of Procurement, when designated by the President, are delegated authority to sign contracts and agreements which are binding upon the College. No contract or agreement shall become binding upon the College unless such contract or agreement shall have the signature of the President or the Chief Business Officer or the Director of Procurement when designated to act on behalf of the President, affixed thereto or except as set forth below:

- A. An Acting Secretary, designated by the Commission, is authorized to perform this duty in the absence of the Secretary;

- B. The Secretary of the Commission is authorized to delegate to the President the authority to sign contracts and agreements which do not exceed \$250,000 except sponsored grants and contracts;
- C. The President or the Chief Business Officer or the Director of Procurement, when designated by the President, shall have the responsibility to review and evaluate all sponsored program proposals, awards, contracts, accountability statements, and agency approval requests and the authority to sign such documents on behalf of the College.
- D. The Director of Procurement and the Chief Business Officer shall have the joint authority to sign official ATC purchase orders; and
- E. In addition to the signature of the President or the Secretary, all contracts with a total value in excess of \$250,000 shall require the approval of a majority of the Commission. The Executive Committee of the Commission may act on behalf of the Commission, by unanimous vote, to approve contracts when the approval is urgent, and the next scheduled meeting is in excess of ten (10) calendar days. Actions of the Executive Committee with regard to contract approval must be ratified by a majority vote of the Commission at the next regularly scheduled meeting.

Special ventures, exchanges, and agreements to provide academic or continuing education services must be viewed as contracts, and any such agreement must be routed through the Chief Academic Officer for review prior to execution as provided for herein. Should any of the aforementioned contracts involve the commitment of College financial resources, the agreement must be routed through the Chief Business Officer for review prior to execution as provided for herein. Except as provided otherwise in this policy, no element of the institution is authorized to prepare contracts and offer the same for acceptance by outside parties without prior review of such contracts by the President or their designee.

Except as provided otherwise in the policy, the authority to sign contracts on behalf of the College is centralized in the Commission Secretary, with authority to review for approval before contracts are signed. The office of the President shall maintain a file containing all original contracts and agreements or duplicate originals as the case may be to which the College is a party.