AIKEN TECHNICAL COLLEGE
POLICY

Policy Title: CONTRACT SIGNATURE AUTHORITY
Policy Number: 1-3-101

Institutional Authority: President
Associated SBTCE Policy:
Associated ATC Procedure:

Approved:  

Susan A. Wensler  Carlos Garcia
President  Commission-Chairperson

Date Adopted: 12/15/2008
Date Revised: 02/08/2010

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.

It shall be the policy of Aiken Technical College that all contracts executed pursuant to this policy shall be within the scope of existing Commission policy and including all procedures established to implement Commission policy. All previous delegations of authority to sign contracts, checks, vouchers, and agreements, or to negotiate and accept contracts and grants binding upon the College are rescinded and all previous resolutions or motions delegating such authority are revoked.

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 President of the College and the Vice President of Administrative Services, when designated by the President, are delegated authority to sign contracts and agreements which are binding upon the College, and no contract or agreement shall become binding upon the College unless such contract or agreement shall have the signature of the President or the Vice President of Administrative Services, 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 excepting sponsored grants and contracts;

C. The President or the Vice President of Administrative Services, 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 ATC Athletic Director shall have the authority to sign agreements engaging the College to participate in intercollegiate contests provided that a duplicate original of such athletic contest agreements shall be deposited in the Purchasing Office not less than fifteen days from the date of execution thereof;

E. The Director of Purchasing and the vice President of Administrative Services shall have the joint authority to sign official ATC purchase orders; and

F. 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 10 calendar days. Actions of the Executive Committee with regards to contract approval must be ratified by majority vote of the Commission at the next regularly scheduled meeting.

Special ventures, exchanges, and agreements to provide academic services must be viewed as contracts and any such agreement must be routed through the Vice President for Education and Training 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 Vice President of Administrative Service 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 her designee.

Except as provided otherwise in the policy, 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.