

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: CONTRACTS	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: FINANCE AND ADMINISTRATION DIVISION	SUPERSEDES:
AUTHOR:	LAST REVIEW:
AUTHORITY:	NEXT REVIEW:
APPLICATION: <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input checked="" type="checkbox"/> All University	EFFECTIVE DATE: JULY 2000
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): UNIVERSITY POLICY AND PROCEDURES WEB SITE	CUSTODIAN OF POLICY: Budget Assistant to the Vice President for Finance and Administration

POLICY STATEMENT:

Minnesota State University contractual obligations must conform to state and federal law. Only authorized personnel may sign contracts obligating the institution. Employees involved in activities requiring a contract or insurance should contact the legal services office. Employees entering into a contractual agreement obligating the University and/or State are legally liable when such contracts are not approved by authorized personnel. For assistance in writing contracts and leases, call Diane Huettl or Vickie Hanson (389-6622).