

University Policies

Policy Name: Contracts	Effective Date:
Custodian of Policy: Vice President for Finance and Administration	Last Review:
	Next Review: September 2018

INFORMAL REVIEW

Policy

Minnesota State University contractual obligations must conform to state and federal law. Only authorized personnel may sign contracts obligating the institution. Employees entering into a contractual agreement obligating the University and/or State are legally liable when such contracts are not approved by authorized personnel.

Procedures

Employees involved in activities requiring a contract or insurance should contact the legal services office. For assistance in writing contracts and leases, call Finance and Administration at 507-389-6622.