

Subject: Contract Approval  
Number: 213  
Issued by: Vice Chancellor for Finance and Operations  
Revised: July 31, 2007

This policy is in accordance with the University of South Carolina Board of Trustees Policy BTRU 1.04 — Authority to Sign Contracts and does not supersede any policy approved by the University of South Carolina Board of Trustees. The provisions set forth in this policy are not intended to modify or replace any State laws, regulations, or University policies, and should they be found to be inadvertently in conflict, it is the provisions from the higher authority that prevail. USB Beaufort reserves the right to amend the provisions of this policy.

The Secretary of the Board of Trustees is authorized to delegate to the Chancellors of the four-year campuses the authority to sign contracts and agreements which do not exceed \$25,000 excepting sponsored research grants and contracts and personnel agreements.

The Chancellor of USC Beaufort is authorized to sign contracts of up to \$25,000 on behalf of USC Beaufort. This authority may not be delegated to any other USC Beaufort faculty or staff member. The Chancellor has the sole authority to bind USC Beaufort and no contract or agreement shall become binding upon the University unless the contract or agreement is in writing and has the signature of the Chancellor. No element of the institution is authorized to prepare contracts and offer the same for acceptance by outside parties without prior review of the contracts.

It is the Chancellor's responsibility to send any contract or agreement to the Office of General Counsel of the University of South Carolina for review.

Procedure:

- (1) Any faculty, staff or student organization requesting contract approval must complete a Contract Approval Form and attach, at a minimum, two original copies of the contract.
- (2) Any person requesting contract approval is responsible for obtaining the signature of the other party prior to sending the contract to the Chancellor.
- (3) Contracts and the Contract Approval Form must be submitted to the Assistant to the Chancellor who obtains the Chancellor's signature and maintains a log of all contracts received, sent to and returned from the Office of General Counsel.
- (4) The Assistant to the Chancellor will retain a copy of each contract and approval form.
- (5) The Assistant to the Chancellor will send the signed contract to the requestor once approved.

Contract approval may take up to six to eight weeks depending on the schedule of the Office of General Counsel on the USC Columbia campus. Please be advised that no

faculty, staff, student or visitor to USCB may contractually obligate the University other than the Chancellor.

Special ventures, exchanges and agreements to provide academic services must be viewed as contracts and such agreements must be routed through the Executive Vice Chancellor for Academic Affairs for review.