

Legal Office Coding: _____



**UNIVERSITY OF
SOUTH CAROLINA**

Contract Approval Form

- The Board of Trustees has authorized only certain University officials to sign contracts on behalf of the University of South Carolina. Please read University policy [BTRU 1.04 Authority to Sign Contracts](#) or the summary on the following page to insure compliance.
- This form is to be completed and **two copies submitted with two* copies of the proposed contract** to the Office of General Counsel, which is located in the Osborne Administration Building. The originating party should retain a copy of this form.

***Please submit three copies of the proposed contract if it has not yet been signed by the non-University entity.**

1. COLLEGE/DEPARTMENT NAME: _____

Direct Contract Questions To: _____ Phone: _____

Return To: _____
Name Building Room Number

2. CONTRACT WITH:

Name: _____

3. DESCRIPTION: (Goods and/or services to be procured, physical location, etc.)

4. CONTRACT TERMS:

Start Date: _____ End Date: _____ Renewal of Contract No.: _____ Contract Value: _____
(approximate if necessary)

5. LEGAL DEPARTMENT REVIEW:

Date Name Signature

6. CERTIFICATION OF REQUESTING PARTY:

I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the University (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University's obligations (including, for example, payment due dates, late charges, tax charges, insurance, and confidentiality requirements) and all other provisions of this contract, except as noted in any attached memorandum.

Date Signature (Sign original in blue ink)

Name Title Phone

7. CERTIFICATION OF DEPARTMENT HEAD:

I approve this contract. I am satisfied that it is consistent with departmental policy and resources and applicable requirements of the University Purchasing Department. I have obtained any approval required by my Dean or Vice President.

Date Signature (Sign original in blue ink)

Name Title Phone

Contract I.D. # _____

Authority to Sign Contracts

Please refer to [BTRU 1.04 Authority to Sign Contracts](#), for complete details.

It is the express policy of the Board of Trustees that no oral contracts or agreements shall be binding on the University of South Carolina.

The President of the University and the Secretary of the Board of Trustees are delegated authority to sign contracts and agreements that are binding upon the University, and no contract or agreement shall become binding upon the University unless it is in writing and contains the signature of the President or the Secretary of the Board of Trustees, except:

- The Secretary of the Board of Trustees is authorized to appoint in writing an Assistant Secretary or Secretaries to perform this duty in the absence of the Secretary or at the Secretary's discretion
- The Chancellors of the four-year campuses and Palmetto College are authorized to sign contracts and agreements on behalf of their respective campuses with a total value not to exceed \$25,000, excepting research and research-related agreements, and employment agreements
- The Chancellors of the four-year campuses and Palmetto College are authorized to sign contracts and agreements engaging their respective campuses to participate in intercollegiate athletics contests
- The USC-Columbia Athletics Director has the authority to sign agreements engaging the University of South Carolina to participate in intercollegiate athletics contests
- The Vice President for Research has the authority to sign all research and research-related agreements
- The Director of Purchasing has the authority to sign official University of South Carolina purchase orders, provided such purchase orders comply with the provisions of the South Carolina Consolidated Procurement Code
- The General Counsel has the authority to sign documents related to administrative or judicial proceedings, or matters undertaken to protect the rights or assets of the University of South Carolina, excepting settlement agreements.
- Academic deans, upon the approval of the Vice President for Academic Affairs and Provost, have the authority to sign offer letters of employment for faculty; and division heads, upon the approval of the President or Vice President responsible for such area, have the authority to sign offer letters of employment for classified and unclassified positions.

Special ventures, exchanges and agreements to provide academic services must be viewed as contracts and any such agreement must be submitted to the Vice President for Academic Affairs and Provost for review prior to execution as provided for in BTRU 1.04.

All employment agreements for athletics department administrators in excess of one year require the approval of a majority of the entire Board of Trustees.

Contracts and agreements with a total value of \$250,000 to \$750,000 require the approval of a majority of the Executive Committee of the Board of Trustees. Contracts and agreements including coaches' contracts with a total value in excess of \$750,000 require the approval of a majority of the Executive Committee and a majority of the Board of Trustees.

Except as provided in the University's policy BTRU 1.04, no element of the institution is authorized to prepare contracts and agreements and offer the same for acceptance by outside (non-University) parties without prior review of such contracts and agreements by the Office of the General Counsel.

The Office of the General Counsel shall maintain a file containing all original contracts and agreements or duplicate originals as the case may be to which the University is a party; provided, however, the Office of Research shall be the repository of all research and research-related agreements signed by the Vice President for Research.