

CONTRACTING AUTHORITY

I. Purpose

Board Policy 300.1 addresses the delegation of the authority to execute contracts on behalf of the Board of Trustees, including contracts for the benefit of a campus, division, or unit

B. Legal Review Exceptions. The following do not require legal review, provided that

which is attached to this UASP as Attachment A) together with a copy of the contract and any purchase order and other terms referred to in the contract. To expedite the review, any documents, terms or conditions referred to in the contract or necessary to understand the contract should also be submitted. Usually, the contact person should be the person who would be most familiar with the substance of the contract, the need for it and the history of the negotiations.

- (2) If the General Counsel's Office suggests changes to the contract the changes shall be either incorporated in the contract or further discussed with the General Counsel's Office and with the contracting parties. If the suggested changes from the General Counsel's Office are not accepted or are revised in the course of the contract negotiations, the final version of the contract must be reviewed by the General Counsel's Office prior to signature.
- (3) Each campus shall develop procedures for assuring prompt and accurate transmission of a contract and legal review form to a member of the General Counsel's Office situated on campus or to the General Counsel's Office in the System Administration office, and to assure that the review process is followed by the campus.
- (4) In its discretion, the General Counsel's office may require a reference copy of executed contracts.

IV. Delegation of Authority

- A. Absence of President and Chief Financial Officer. In the simultaneous absence or unavailability of the President and the Chief Financial Officer, the authority delegated to them by Board Policy 300.1 may be exercised by the General Counsel, the Vice President for University Relations, or the Vice President for Academic Affairs.
- B. General Delegation of Contracting Authority. Within the limits and on the conditions set herein and in Board Policy 300.1, the Chancellor or campus chief executive officer, and the Vice Chancellor for Finance of each campus are each authorized to contract in the name of the Board of Trustees of the University of Arkansas in the normal course of campus operations.
- C. Procurement Officials. Within the limits established in Section V of this UASP, purchase orders and similar contracts for routine purchases may be signed by campus purchasing officials (as designated under State purchasing law) when the purchase order utilizes terms and conditions approved by the General Counsel's office or the contract is in a form approved by the General Counsel's office. For the purposes of this UASP, "routine purchases" means purchases of commodities or services regularly acquired for use in the day-to-day operation and maintenance of

will be directed to the President with such justification as the President may require and will designate the position to which authority is to be delegated and the scope of delegated authority or dollar limit to be modified. Each Chancellor or chief executive officer, or a campus officer designated by the Chancellor or chief executive officer, shall maintain a record of approved subdelegation requests. The request shall be made on the form attached to this policy as Attachment B.

Subdelegation of contracting authority beyond the level of Vice Chancellor, Associate Vice Chancellor, Dean or Director will require special justification.

- C. Research and Sponsorship Applications, Proposals and Certifications. The authority to review, approve, and sign applications or proposals for sponsored research programs and corporate sponsorship contracts is delegated to the Chancellor, campus chief executive officer and vice chancellor for finance, and may be specially delegated pursuant to Section V(B) of this UASP to the campus vice chancellor for research or an individual holding a comparable position, or a designee.

Contracts or grants for research and sponsored programs often contain certifications that the recipient is in compliance with applicable federal laws and regulations. Any such certification shall be signed by the Chancellor or chief executive officer, Vice Chancellor for Finance, Vice Chancellor for Research (or comparable position), or other campus official to whom this authority has been specially delegated pursuant to Section V(B) of this UASP.

- B. Documents in probate proceedings in which the University is a beneficiary such as an entry of appearance and waiver of notice or a receipt of distribution, which may be signed only by the President, Chief Financial Officer or by an attorney employed by the Office of the General Counsel.

Attachment A - Legal Review Form

Attachment B - Request to Delegate Contracting Authority

March 14, 2025 (Revised)

November 10, 2023 (Revised)

August 18, 2023 (Revised)

September 17, 2021 (Revised)

July 31, 2019 (Revised)

May 8, 2017 (Revised)

June 6, 2016 (Revised)

April 29, 2016

UNIVERSITY OF ARKANSAS SYSTEM
Office of General Counsel Contract Review Form

1. Campus/Unit: _____
2. Requesting Department/Contact Person: _____
3. Other Contracting Party: _____
Approved Workday Supplier ID: _____
4. Type of Contract:
 Purchase of Goods or Services Sale of Goods or Services by the University
 Real Estate Research or Sponsored Program

REQUEST TO DELEGATE CONTRACTING AUTHORITY

This form must be signed by the Chancellor (or chief executive officer of a unit or division) or the Vice Chancellor for Finance and Administration and should be sent to the Chief Fiscal Officer. The delegation number will be assigned by the Chief Fiscal Officer after approval by the President and a numbered copy will be returned to the requesting official for transmission to the person occupying the position to which delegated authority has been given.

Delegation No. _____

Official Requesting Delegation : _____ **19(i)** _____ **065TJ ET**