

Effective Date	9/7/2021
Policy Number	GOV-PL-104
Sponsor	President
Responsible Office	University Services
Next Review Date	9/7/2025

I. REASON FOR POLICY

In the course of its operations, the University frequently undertakes contractual and other formal obligations with outside entities, including sponsored project and event agreements, commercial contracts for the purchase of goods or services, software licenses, gift agreements, and memoranda of understanding with other organizations. This policy establishes the authority to approve any formal obligation to the university, regardless of scope and cost.

II. POLICY STATEMENT

The University will only be bound by written contracts to which the University or a sub-unit is formally a party, that have been reviewed and approved in accordance with the New York State Office of the State Comptroller (NYS OSC) Contract Advisory 23, SUNY 7553 Purchasing and Contracting Procedure, SUNY 7558 Procurement Card Policy and Guidelines, and Public Officers Law §74, and that have been executed by University officials who have been formally granted signatory authority by NYS OSC on behalf of the University. No officer or member of the University community has the authority to sign contracts or any other formal, legally binding obligation on behalf of the University, or any program, department or division of the University, in the absence of a formal written delegation of authority from the NYS OSC. Members of the campus community can formally propose an obligation by following the Procedure for the Approval of University Obligations (GOV-PR-104). This policy applies to all members of the University community.

III. RELATED DOCUMENTS, FORMS AND TOOLS

[GOV-PR-104 – Official procedure for the approval of university obligations](#)
[NYS Office of the State Comptroller Contract Advisory 23](#)
[NYS Office of the State Comptroller AC1782 Signature Form](#)
[SUNY 7553 Purchasing and Contracting](#)
[SUNY 7558 Procurement Card Policy and Guidelines](#)
[Public Officers Law §74](#)

IV. DEFINITIONS

TERM	DEFINITION
Contract	An agreement between authorized parties which creates mutual obligations enforceable by law.
MOU	A memorandum of understanding (MOU or MoU) is a formal agreement between two or more parties.
Obligation	Obligation is the moral or legal duty to perform or not perform an act. It requires an individual to perform, as well as the potential penalties for the failure to perform. An obligation is also a duty to do what is imposed by a contract, promise, or law.
University Officials	University Officials are employees who are formally authorized by New York State to legally act on behalf of the University.

V. CONTACT & ENFORCEMENT

ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	University Services	(716) 673-3257	contracts@fredonia.edu
Enforcement	Human Resources	(716) 673-3434	human.resources@fredonia.edu
	VP Enrollment Services	(716) 673-3271	ess@fredonia.edu
Policy	University Policy Office	(716) 673-4828	policy@fredonia.edu policy.fredonia.edu