



# UNIVERSITY POLICY

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## Title

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### UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL POLICY ON SIGNING UNIVERSITY CONTRACTS

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## Introduction

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### **PURPOSE**

The purpose of this policy is to establish in writing which officials at the University are authorized to sign University contracts. The University's Board of Trustees has delegated to the Chancellor the authority to sign contracts for the University and has authorized the Chancellor to delegate that authority to other University employees.

### **SCOPE OF APPLICABILITY**

This policy applies to all contracts where the University, or the University on behalf of a University unit, is a party to a contract (whether referred to as a contract, agreement, memorandum of understanding, or letter agreement, etc.).

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## Policy

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### **POLICY STATEMENT**

It is University policy that only those individuals holding the positions listed on the attached delegation chart are authorized to sign University contracts. In some instances, as noted on the chart, this delegated authority may be further delegated. Those delegations are not reflected on the chart.

The University may declare any contract purportedly signed on behalf of the University to be null and void if the individual who signed the contract does not possess delegated signatory authority. Documents signed by unauthorized individuals may result in unintended and unnecessary liability for the individual. If an individual believes he or she needs a signature delegation, please contact the [Office of University Counsel](#). Except as may be provided in a specific delegation, it is University policy that contracts must be reviewed by an attorney in the Office of University Counsel prior to execution.

### **EXCEPTIONS**

This policy does not apply to EPA Non-Faculty and Faculty appointment letters.



<b>Issuing Office(s)</b> Office of University Counsel
<b>Responsible University Officer(s)</b> Vice Chancellor and General Counsel

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### Related Requirements

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#### EXTERNAL REGULATIONS

[North Carolina General Statute § 116-11\(13\)](#)

[North Carolina General Statute § 116-34\(a\)](#)

UNC Board of Governors Resolution, July 7, 1972

UNC-Chapel Hill Board of Trustees Resolution, August 8, 1975

#### REFERENCES

[Signature Delegation Chart](#)

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### Contact Information

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#### POLICY CONTACT(S)

Questions about this policy may be addressed to any attorney in the Office of University Counsel listed on <http://universitycounsel.unc.edu> or by calling 919-962-1219.

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### Important Dates

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Effective Date and title of Approver:

Approved on April 9, 2013 by the Chancellor and Chancellor's Cabinet