



Subject:	Contract and Agreement Signing
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570.1 Purpose

To ensure that all contracts and agreements of the Office of the USTC Commissioner are signed only after coordination and communication with appropriate staff members.

570.2 Approval

USTC Board of Trustees approval: March 23, 2017. Revised: September 13, 2017.

570.3 Policy

- 3.1 **Contract/Agreement Approval:** All contracts, agreements, memoranda of understanding, etc. shall be signed by the USTC Commissioner or by his or her expressed designee.
- 3.2 **Staff Vetting Prior to Final Approval:** All contracts, agreements, memoranda of understanding, etc. shall be carefully discussed, reviewed, and approved by the appropriate members of the USTC Commissioner's Office staff prior to submitting the document to the USTC Commissioner for final approval.
- 3.3 **Contracts/Agreements with Financial Implications:** Any contract or agreement that presents financial implications to USTC shall be reviewed and approved by the Assistant Commissioner for Planning, Finance, and Facilities prior to submitting the contract or agreement to the USTC Commissioner for approval. Contracts which are for the purchase of goods or services that are under \$1,000 within the current fiscal year, and for items included in the approved budget, are not subject to this policy. All contracts for the purchase of goods or services must follow the requirements of all other applicable policies and procedures.
- 3.4 **Legal Counsel:** Contracts that provoke questions that cannot be easily answered to the satisfaction of involved staff members should be referred to legal counsel to ensure USTC and its interests are well-protected.