



University Contract Signature Authority

The Board of Visitors has designated the Vice President of Finance and Chief Financial Officer as the university's Chief Contracting Officer. The Director of Procurement has been granted further delegation for contract signature on agreements up to \$1,000,000 in value. [University Policy 3015](#) makes specific delegations to individuals authorized to approve contracts on behalf of Virginia Tech. Legal Counsel must review all documents provided by contractors prior to enactment.

ONLY THOSE POSITIONS OUTLINED IN THIS POLICY ARE AUTHORIZED TO SIGN UNIVERSITY CONTRACTS. NO OTHER EMPLOYEES ARE AUTHORIZED TO COMMIT THE UNIVERSITY.

University Policy 3015: [University Contract Signature Policy and Procedures](#) delegates to department heads the authority to enact purchases of certain goods and services valued up to \$10,000 per transaction. Department heads may select faculty and staff within their department to exercise this authority.

Department Heads remain responsible for correctly exercising delegated Procurement authority at the university department level and must ensure that personnel are properly trained and supervised, that all rules and procedures are followed and that prices being paid are fair and reasonable.

Beware of any agreement that requires a Virginia Tech signature and a vendor signature.

Always contact Procurement for guidance before signing any two-party document.

Contact Information:

[Patricia Mullins](#)

[Kim Dulaney](#)