

Legal Signature Authority

Who has authority To Sign Legally on Behalf of The University?

Refer to University Policy 3015. Where the vendor requires Virginia Tech to sign a contract or any other agreement, such as a maintenance agreement, the contract must be reviewed by University Legal Counsel who will provide a signed memorandum of review indicating "acceptance" or "acceptance provided changes as indicated by Legal Counsel" prior to the purchase. A copy of the approval must be made a part of the department file. Legal Counsel is in Burruss Hall, (540) 231-6293.

After review by Legal Counsel, Vice Presidents, Deans, Directors and Department Heads have signatory authority as provided in University Policy 3015.

The fully executed copy must be mailed to the vendor.

A copy of all correspondence and the signed contract must be retained in the ordering department's files.