



How Do I Buy or Handle ...

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.