

Policy Number: 104

CONTRACT/AGREEMENT REVIEW, APPROVAL, AND SIGNATURE

All contracts and agreements must be issued in the name of the Board of Trustees of Eastern Illinois University. The official University copy of all non-personal services contracts and agreements shall be kept in the University Business Office.

All contracts and agreements must be reviewed and approved by the Office of the Vice President for Business Affairs. The Vice President for Business Affairs is responsible for ensuring appropriate review by the Office of University Counsel. All contracts and agreements must be signed by the Vice President for Business Affairs or designee.

Purchase Contracts

Purchase contracts are contracts and agreements involving the acquisition of real or personal property or services other than personal services.

Other Contracts and Agreements

Other contracts include contracts and agreements with outside entities that commit the University to undertake or participate in the performance, or supply of, a specific task, service, or product, including grants from private or public funding sources. These include without limitation, grants or contracts with public or private agencies for instruction, research, or service, as well as concession contracts and contracts for the conveyance, lease, license, encumbrance, or other disposition of real or personal property of the Board.

All other contracts and agreements must be reviewed, approved, and signed by the appropriate Vice President(s), and the Vice President for Business Affairs or designee.

Personal Service Contracts

Contracts for personal services are those which involve the University in an employer-employee relationship. They include contracts with faculty, administrative staff, civil service staff, and students.

The following offices are authorized to enter into contracts with employees:

Classification

student employees
graduate assistant employees
civil service employees
faculty and administrative employees

Office

Office of Financial Aid
Office of the Dean, Graduate School
Department of Human Resources
Office of the President

Approved:
President
May 26, 1999

Monitor: Vice President for Business Affairs

SUPERSEDED