



3344-66-01 Execution of Documents.

(A) Purpose.

The purpose of this rule is to establish authorization for the execution of university documents.

(B) Policy.

- (1) The president of Cleveland state university and those administrative officers or employees that the president [designates](#) shall have the authority to approve and execute all contracts, grants, affiliation agreements, purchase orders, and modifications thereof, in the amount of or which require the expenditure by the university of five hundred thousand dollars or less subject to the availability of budgeted funds, except as set forth in paragraph (B)(2) of this rule.
- (2) The following transactions must be approved by the board of trustees prior to their execution, after which the appropriate documents shall be executed by the president or by those administrative officers or employees that the president [designates](#), irrespective of the amount of the transaction:
 - (a) All contracts for real estate purchases;
 - (b) All real estate leases for six months or more; and
 - (c) Consortium agreements.
- (3) The president, and those administrative officers or employees that the president [designates](#), shall have the authority to execute sponsored contracts, grants, and modifications thereof, in the amount of more than five hundred thousand dollars without prior approval of the board of trustees but with subsequent ratification by the board of trustees.

- (4) All nonsponsored contracts, purchase orders, and modifications thereof which require the expenditure by the university of more than five hundred thousand dollars shall be executed by the president only with the prior approval of the board of trustees.

- (5) The president of Cleveland state university and those administrative officers and employees that the president may so [designate](#) shall have the authority to approve and execute all employment contracts, appointment letters and renewals thereof involving faculty and professional staff provided that current and/or permanent budgetary funds are available to fund such compensation, except that the appointment of the provost shall come to the board for ratification.

Policy Name:	Execution of documents.
Policy Number:	3344-66-01
Board Approved:	11/20/2015
Effective:	11/30/2015