

Review and Signatory Authority Chart

****NOTE:** Contracts do not bind Collin College unless they have been signed by the parties' *authorized* representatives. Only individuals with expressly delegated contract authority may sign contracts on the college's behalf, and no individual may contractually bind the college beyond the limit of his or her delegated authority. Contract authority is delegated by policy and/or by Board action from the Board of Trustees to the District President. Only the District President may delegate contract authority within the District President's authority to one or more college employees. Therefore, unless you have delegated authority from the District President, you must not sign any contract on behalf of the college.

Authority to Sign

District President: Any contract/agreement for any dollar amount under policy or by Board authority

Chief Financial Officer (CFO): Any contract/agreement for any dollar amount as delegated

District President's designee: Executive Director Procurement Services as delegated

Type / Name*	Reviewed By	Requires Approval or Presentation to BOT	Authorized Signatory	Notes / Comments:
Purchasing or Procurement Contracts (less than \$50,000 in value)	Purchasing Staff per the Procedures for Submitting Contracts for Review	No	Executive Director Procurement Services	
Purchasing or Procurement Contracts (\$50,000 or more in value)	Purchasing Staff per the Procedures for Submitting Contracts for Review	Depending on value, yes	District President or Chief Financial Officer (CFO)	

Type / Name*	Reviewed By	Requires Approval or Presentation to BOT	Authorized Signatory	Notes / Comments:
Interlocal/Cooperative Agreements (with other gov't entities)	Executive Director Procurement Services	Yes	District President/CFO/Board Chair	Depending on how agreement is worded
Memorandum of Understanding (MOU) / Common Interest Agreement	Executive Director Procurement Services	If value is over \$100,000, Yes	District President or CFO	In some cases, Chief of Police
Memorandum of Understanding (MOU) for Police Department	Chief of Police	No	Chief of Police	
Grant Agreements / Grant Funding	Grants Management Office	Depending on value, yes	District President or designee	
Clinical Affiliation / Training Agreements /Clinical lab	Executive Director Procurement Services	Depending on value, yes	District President or designee	
Event or Premises License Agreements	Executive Director Procurement Services	Depending on value, yes	District President or designee	
Confidentiality/Non-Disclosure Agreements	Executive Director Procurement Services or General Counsel (GC)	No	District President or designee	
Technology License Agreement	Executive Director Procurement Services or GC	Depending on value, yes	District President or designee	
Network Agreements	Executive Director Procurement Services or GC	Depending on issue, yes	District President or designee	

Type / Name*	Reviewed By	Requires Approval or Presentation to BOT	Authorized Signatory	Notes / Comments:
Inclusive Access Agreement (Technology)	Executive Director Procurement Services or GC	[Pending - TBD]	District President or designee	
Equipment Use Agreements (for use of College property like ventilators)	GC	No	District President	
Publishing Agreements (agreements that are publicity related such as magazine articles)	GC	No	District President or designee	
Release Agreements	GC	No	District President	
Development Agreements	GC	Yes	District President	
Construction Agreements / GMP Amendments	GC or outside counsel	Depending on value, yes	District President or designee	
Leases	GC or outside counsel	Depending on value, yes	District President or designee	
Engineering Services Agreement	GC or outside counsel	Depending on value, yes	District President or designee	
Engagement Letters (for Professional Services)	Executive Director Procurement Services	Depending on value, yes	District President or designee	
Consulting Agreements / Outside Counsel Contracts	Executive Director Procurement Services or GC	Depending on value, yes	District President or designee	

Type / Name*	Reviewed By	Requires Approval or Presentation to BOT	Authorized Signatory	Notes / Comments:
Standard Contract: Partnership Agreements with local ISDs (Dual Credit MOU)	Executive Vice President		District President	
Standard Contract: Corporate College Training Agreement	No prior review	No	Chief Operating Officer – Corporate College	Standard contracts do not require prior review. If any changes are made to the standard form, those changes must be reviewed and pre-approved by contract administrator.
Standard Contract: PSTC Training Agreement	No prior review	No	Executive Director Procurement Services	Standard contracts do not require prior review. If any changes are made to the standard form, those changes must be reviewed and pre-approved by Contract Administrator.
Standard Contract: Contract for Services (Guest speaker or lecturer if less than \$5,000)	No prior review	No	Executive Director Procurement Services	Standard contracts do not require prior review. If any changes are made to the standard form, those changes must be reviewed and pre-approved by Contract Administrator.

Type / Name*	Reviewed By	Requires Approval or Presentation to BOT	Authorized Signatory	Notes / Comments:
Standard Contract: Affiliation/Articulation Agreements (with University partners)	VP Academic Affairs or Associate Provost of Instruction	No	District President or designee	If any changes are made to the standard form, those changes must be reviewed and pre-approved by General Counsel (GC).
Media Buys	Prior review contract administrator	Depending on value, yes	District President or designee	
Standard Contract: Clinical Affiliation Agreement	Contract Administrator		Executive Director Procurement Services and others as indicated on form.	Standard contracts do not require prior review. If any changes are made to the standard form, those changes must be reviewed and pre-approved by Contract Administrator.
Standard Contract: Dental Hygiene Program Agreement	Contract Administrator		Executive Director Procurement Services and others as indicated on form.	Standard contracts do not require prior review. If any changes are made to the standard form, those changes must be reviewed and pre-approved by Contract Administrator.
Standard Contract: Dental Hygiene Partnership Interagency Agreement	Contract Administrator		Executive Director Procurement Services	Standard contracts do not require prior review. If any changes are made

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			and others as indicated on form.	to the standard form, those changes must be reviewed and pre-approved by Contract Administrator.
Standard Contract: Health Science Clinical Experiential Agreement	Contract Administrator		Executive Director Procurement Services and others as indicated on form.	Standard contracts do not require prior review. If any changes are made to the standard form, those changes must be reviewed and pre-approved by Contract Administrator.

*** If you have a type of agreement or contract that is not listed on this table, please check first with the Contract Administrator in the Purchasing and Contracts Department at contractadministrator@collin.edu for review instructions.**