**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[[1]](#endnote-1)** | **Reviewed By** | **Requires Approval or Presentation to BOT** | **Authorized Signatory** | **Notes / Comments:** |
| --- | --- | --- | --- | --- |
| Purchasing or Procurement Contracts (less than $25,000 in value) | Purchasing Staff per the Procedures for Submitting Contracts for Review | No | Executive Director Procurement Services |  |
| Purchasing or Procurement Contracts (more than $25,000 in value) | Purchasing Staff per the Procedures for Submitting Contracts for Review | Depending on value, yes | District President or Chief Financial Officer (CFO) |  |
| 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 |  |
| 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 |  |
| **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. |
| **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 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**: 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. |

1. **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**](mailto:contractasministrator@collin.edu) **for review instructions.**  [↑](#endnote-ref-1)