

Contracts and Agreements

No employee is authorized to sign a contract or agreement that binds the institution unless that employee has official written delegated authority to do so under the Board of Regents Policy and Bylaws. Do not sign a contract or agreement on behalf of UHD unless you are certain that you have proper authority in writing to execute the document and all required actions have been taken. Purchase orders, purchase agreements, memorandums of understanding, letters of confirmation, letters of intent and license agreements are all potentially contracts.

Individuals authorized to sign contracts for UHD, including the area and dollar-level of signature authority, can be found on the UHD Contract website [Who Can Sign the Contract?](#)

Reference:

UH System Administrative Memorandum

03.A.05 - [Contract Administration](#)

UHD Policy Statement

Financial Affairs 05.A.06 - [Contract Administration Policy](#)

Question: A sales representative has asked me to immediately sign a “purchase agreement” because the product price will increase tomorrow. May I sign such an agreement?

Answer: **No.** Purchasing and contracting policies and procedures must be met before the agreement can be signed by an individual authorized to sign contracts for UHD.