SIGNATURE AUTHORITY FORM Designated Signatories

Designated Signatory Section

By signing this form, I acknowledge and accept responsibility for signing standard contracts on behalf of Pace University In accordance with the Contracts Administration­ Designated Signatories Policies and Procedures in the form annexed hereto as Exhibit A.

Name:

Title:

School/Administrative Unit:

Department

Signature:

Date:

Standard contracts include the contract titles/types noted below:

Authorized Signatory Section

By signing this form, I acknowledge and authorize the above designated signatory, to sign standard contracts on behalf of the University.

Signature:

Name:

Title: Associate Vice President and Controller

Date:

EXHBIT A
POLICY STATEMENT
CONTRACT MANAGEMENT – DESIGNATED SIGNATORY

The authorization to be a “designated authorized signatory” may only be designated by the Office of the Senior Vice President-Finance, Associate Treasurer and AVP Finance and Controller

* The term “standard contract” applies only to those agreements that are Pace approved templates
* A contract is “non-standard”, and the designated signatory may not sign, if the Pace terms and conditions have been modified and/or deleted by the non-Pace party.
* A Pace template which has been modified by a designated signatory or staff is considered a “non-standard” contract and requires additional review either by legal counsel or risk management. The designated signatory may not sign such a contract.
* Only designated signatories may sign standard contracts.
* Designated signatories are responsible for sending signed, standard contracts and applicable payment documents to Purchasing & Contracts. Additional documents such as COI, Individual Insurance, Worker Comp Exempt, should also be provided to Purchasing and Contracts prior to Pace signature.
* Designated signatories who sign “non-standard” contracts will have their delegation to sign Pace standard contracts revoked.

The following contracts will not be accepted by Purchasing & Contracts and will be returned to designated signatories:

* + - * Standard Contracts/Payments with insufficient funds.
			* Incomplete Standard Contracts
			* Obsolete Standard Contracts
			* Standard Agreements which have not been signed by vendors/agencies.
			* Outdated Pace templates are not to be used, only the most updated templates provided by the Contract Management system

Designated Signatory Initial Here: