

From: [Buff News](#)
Subject: WT Information: Notice of University Contracts procedures
Date: Tuesday, August 1, 2023 9:26:59 AM



University Memo

TO: All University Employees
FROM: Randy Rikel – VP for Business and Finance
DATE: August 1, 2023
RE: Notice of University Contracts procedures

To ensure full compliance with the contracting process, with the exception of research grants/contracts, all types of contracts **MUST** be sent to the Contract Administration office. This can be easily done by emailing them to Ms. Liz Gideon at egideon@wtamu.edu or contracts@wtamu.edu. This email contact will begin the contract process to ensure the University is compliant, relations with the other parties are clear and understandable, and you as the submitter of the contract will know it is legal and sufficient during the initial contract process, renewals and termination. Please note, if you have a contract pending termination, please reach out to the contract office to ensure proper documentation is covered with your contracting party.

The University has produced a Delegation of Authority guide for all types of contracts and the process that must be followed to be in full compliance from an employee, departmental and University stand point. The Delegation of Authority for FY 2023 can be found at wtamu.edu/files/docs/business-finance/Purchasing%20and%20Inventories/FY23-Delegation%20of%20Authority_West%20Texas_Final.pdf. Once the Delegation of Authority for FY 2024 is completed, we will forward the document to the campus. The delegation provides a roadmap for every type of agreement, contract, Memoranda of Understanding, Memoranda of Agreement, employment appointments, grants (both research and non-research), intellectual property, legal litigation, real estate transactions and special events, as well as the routings and the different levels of authority to execute the document.

Two basic rules of thumb to follow involving contracts that will keep you compliant are:

- Do **NOT** sign a contract, lease, or agreement of any kind on behalf of the University!
- Send the documents to the WT Contract Office for further processing and evaluation. The Contract Office will keep you updated on the process.

If you have further questions or concerns about the contract process or any contract, please contact Ms. Gideon at egideon@wtamu.edu or contracts@wtamu.edu or at extension 2112.

