



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Senior Vice President and General Counsel

Responsible Office: Office of the Senior Vice President and General Counsel

Last Revised Date: March 12, 2015

SIGNING OF CONTRACTS AND AGREEMENTS

Policy Statement

The Bylaws of the George Washington University authorize the president and the executive vice president and treasurer to execute all written agreements required to conduct business operations on behalf of the university. The Bylaws also authorize the president and provost and executive vice president for academic affairs to execute all written academic agreements for the university. These officials may delegate their signature authority, but any such delegation must be made in writing and in accordance with the [Contract Process Guide](#).

Reason for Policy

To establish sound internal controls where only individuals with properly delegated signature authority are able to execute, on behalf of the university, agreements with external parties.

Who is Governed by this Policy

Faculty and staff

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Policy

Only the president, the executive vice president and treasurer, the provost and executive vice president for academic affairs, and those to whom signature authority has been properly delegated in the manner prescribed in the [Contract Process Guide](#), are authorized to execute written agreements on behalf of the university.

Delegations of signature authority are necessary to efficiently carry on the day-to-day business of the university. All delegations of signature authority must be in writing and created in accordance with the [Contract Process Guide](#).

An individual who has not received a written delegation of authority to sign agreements is not authorized to sign agreements that bind the university, and may be held personally responsible if he or she attempts to do so. The university retains the right not to recognize an agreement as binding unless the person signing for the university has been properly authorized in accordance with the [Contract Process Guide](#).

The [Signature Authority Table](#) identifies the current list of officials who have been delegated limited signature authority for certain documents as described therein.

Related Information

[Contract Process Guide](#)

[Signature Authority Table](#)

Contacts

Contact	Telephone	Email
Executive Vice President & Treasurer	202-994-6600	

Document History

- **Last Reviewed Date:** March 29, 2018
- **Last Revised Date:** February 26, 2015
- **Policy Origination Date:** August 27, 1974

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

Steven Lerman, Provost and Executive Vice President for Academic Affairs

Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.