

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 2-001

30 November 2015

CONTRACTING AUTHORITY FOR THE COLLEGE

1. PURPOSE

It is the policy of The Citadel to comply with state law governing the negotiation and signing of contracts. The South Carolina Procurement Code requires all state agencies to adopt procedures for procurement of goods and services. This Memorandum outlines The Citadel's policy on contracting with vendors, suppliers, and any other third parties who seek to engage in business with the college.

2. REFERENCE

South Carolina Consolidated Procurement Code, S.C. Code Ann. § 11-35-10, *et. seq.*

3. DEFINITIONS

"Contracting" includes entering into any type of contract or agreement on behalf of The Citadel, or any of its departments or divisions, under which The Citadel is obligated to pay any sum of money, or provide any type of goods or services, for whatever reason.

4. POLICY

- A. All previous delegations or appointments of authority to sign contracts, checks, vouchers and agreements or to negotiate and accept contracts and grants binding upon the College are rescinded, and all previous General Orders, Special Orders, or Memoranda delegating such authority are revoked.
- B. The President of the College and the Vice President for Finance and Business are the sole contracting officers having authority to sign contracts and agreements which are binding upon the College, and no contract or agreement shall become binding upon the College unless such contract or agreement shall be in writing and shall have the signature of the President or the Vice President for Finance and Business affixed thereto.
- C. The President hereby delegates contracting authority to the following officials. However, the officials designated in Subparagraphs (1) through (8) **may only execute such contracts as have received prior approval from the Office of**

the General Counsel. For procurement of goods or services by The Citadel, the Director of Procurement Services must provide approval for such contracts unless exempted by South Carolina Procurement Code. Questions on the applicability of this exemption must be directed to the General Counsel or the Director of Procurement.

1. The Provost shall have the authority to sign agreements (a) engaging professors for the College or (b) related to academic exchange agreements, academic cooperative agreements, and clinical affiliation agreements which do not require the expenditure of Citadel funds.
2. The Director of Athletics shall have the authority to sign agreements (a) engaging coaches for athletic teams for the College or (b) engaging the College to participate in intercollegiate athletic contests, or (c) engaging sponsors and/or advertisers for The Citadel's NCAA intercollegiate athletics teams or contests.
3. The Commandant shall have the authority to sign agreements engaging individuals to serve as TAC officers for the Corps of Cadets.
4. The Office of Communications and Marketing shall have the authority to sign agreements to provide advertising services for the college (a) in professional journals, publications, newspapers, on radio, and on television, and (2) in coordination with the Director of Procurement Services, in other media.
5. The Associate Vice President for Facilities, Engineering and Safety (FES) shall have the authority to sign agreements (a) negotiated by FES through the South Carolina State Engineer's Office, (b) to engage contractors to begin, modify, or complete construction work on The Citadel campus, (c) to purchase other goods or services in furtherance of the mission of the Facilities, Engineering and Safety Department or Construction Management, provided such purchase contracts do not exceed \$100,000, or (d) in the event of an emergency, but only in the absence of the Vice President for Finance and Business, and only pursuant to a declaration of an emergency by the President or the Senior Vice President for Operations and Administration. The Associate Vice President for Facilities, Engineering and Safety may delegate this authority, in whole or in part, to the Resident Architect or the Director of Facilities Engineering.
6. The Director of Procurement Services shall have the sole authority to sign official Citadel purchase orders, as governed by the South Carolina Procurement Code. The Director of Procurement Services may delegate this authority, in whole or in part, to certified procurement officers of The Citadel.
7. The Director of Procurement Services shall also have joint authority, with the Vice President for Finance and Business, to sign contracts for goods and services up to \$10,000.

8. The Vice President for Finance and Business may designate in writing a person to sign during his temporary absence.
- D. Special ventures, exchanges and agreements to provide academic services are hereby deemed to be contracts and any such agreement must be routed through the Provost for review prior to execution as provided for herein.
- E. Except as provided otherwise in this policy, authority to sign contracts on behalf of the College is centralized in the Office of the Vice President for Finance and Business.
- F. With the exception of personnel and certain FES contracts, all signed contracts will be scanned, uploaded, and maintained on the [Citadel Contracts](#) SharePoint site by the Office of Primary Responsibility in Subparagraphs (1) through (8) above. Each OPR will keep a log of contracts signed within their area of responsibility.

All signed personnel contracts will be forwarded to Human Resources for filing in the individual's personnel files. FES contracts exempted from this policy by the Office of General Counsel must be uploaded and maintained on a site approved by the Office of General Counsel.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Executive Assistant to the President on 30 November 2015

B. Responsible Department:

Office of the President

C. Responsible Official:

General Counsel

D. Cross References

[College Regulations](#)

7. RESCISSION

Memorandum 2-1 dated 18 February 2009 and all previous versions are rescinded.

8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

//signed, TWS, 30 November 2015//
TAYLOR W. SKARDON
Captain, USN, Retired
Executive Assistant to the President