**Template Memo for Authorizing Signatory Authority on Designated Contracts**

**Notes on use**: Only a person with current signatory approval AND authority to authorize others is able to designate signatory authority. The memo should be given to the employee designee, and a copy kept in the department file on contracting and the employee’s personnel file. Changes in the authority must be documented by similar memos, and kept in the files. It is the responsibility of the authorizing party to make sure that the designee has been trained in contracting procedures and to check contracts from time to time to ensure that College policy is being followed.

MEMORANDUM

From: **[Department Chair or Head]**

**[Department]**

To: **[Person to whom authority is being delegated]**

Re: Authorization to enter into contracts

Date: **[Date]**

By the authority vested in me by the President of the Trustees of Smith College, I hereby authorize you to create, enter into and sign contracts on behalf of this department that are binding upon the Trustees of Smith College, subject to the following limitations:

* The object of the agreement must be already agreed to as part of the budget process
* You agree to follow the policy and procedures on contracting as posted on the College web site, including procedures for review outside the department and conflict of interest
* You will not sign agreements valued more than $**[dollar amount]**. Those agreements must be signed by myself or the President
* You will not sign agreements which carry significant risk to the institution even if there is no exchange of funds without checking with me first.

Entering into contracts is a significant responsibility for the College and must be managed with the utmost care. Use the College resources at hand for assistance, and see me or the Five College Risk Manager if you have any concerns or questions.

**[Type Name]**

**[*Sign Name*]**

cc: Employee File, HR

Department Head