



Town of Chapel Hill, NC

Contracts and Agreement Signature Authority

Effective Date:

April 1, 2013

Latest Revision:

December 16, 2020

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Approved By:

Maurice Jones, Town Manager

## Contract and Agreement Signature Authority

### I. POLICY

The authority to sign contracts and other agreements to which the Town is a party is described in this policy.

### II. PURPOSE

Ownership of our roles within the organization and accountability to each other for those roles are the foundation of the Town values of **Responsibility** and **Professionalism**. The purpose of the Contract and Agreement Signature Authority policy is to designate responsibility for signing various types of contracts and agreements to which the Town is a party.

Town Council Resolution 2013-01-28/R-3



**Professionalism:** We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.



**Responsibility:** We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.

### III. PROCEDURE

- A. **Types of Contracts and Agreements:** The Town is a party to a variety of contracts and agreements. A list of these types of contracts and agreements, which may not be exhaustive and is subject to change, is included as an appendix to this policy.
- B. **Signature Authority:** As stipulated in Resolution 2013-01-28/R-3, adopted by Council on January 28, 2013, the Town Manager may delegate authority for executing certain contracts and other agreements.
1. Designated Signatory: The delegation of this authority is set forth in Appendix A. In the event that the designated signatory (Executive Director or Department Head) is unable to sign a contract or agreement, the Town Manager, Assistant Town Manager, or Deputy Manager is the only other authorized signer.
  2. “Interim” Department Heads: Interim Department Heads are authorized to enter into listed contracts or agreements for which authority has been delegated to a Department Head.
  3. “Acting” Department Heads: Acting Department Heads are not authorized to enter into contracts and agreements in lieu of the Department Head.
  4. Town Manager, Assistant Town Manager, and Deputy Town Manager: Any agreement or contract that is not of the type listed in Appendix A as one for which authority is delegated to an Executive Director or Department Head shall be signed by the Town Manager, Assistant Town Manager, or Deputy Manager. The Town Manager retains the authority to sign all contracts and agreements that do not specifically require Council approval.

**C. Contract and Agreement Routing:**

1. **Financial Impact:** Contracts and agreements that may have a financial impact must be routed through the Business Management Department using the established routing procedures and forms. Contracts and agreements that may have a financial impact include, but may not be limited to, those with any of the following criteria:
  - a) Town paying outside party
  - b) Outside party paying Town
  - c) Town incurring costs
  - d) Town making commitments that will involve future costs
  - e) Other parties making commitments that will result in payments to the Town or avoidance of cost by the Town
  - f) Agreements that involve the Town accepting responsibility that could result in future cost
  - g) Agreements that require the Town to act as an intermediary in a transaction
  
2. **Pre-Audit:** Department Heads are responsible for ensuring that contracts or agreements meeting any of the above criteria are pre-audited in the Business Management Department to ensure that funds are budgeted and available, verified through the Town Attorney's Office, and notarized by the Town Clerk.

- D. Town Manager Notification of Contracts and Agreements Exceeding \$100,000:** In the event that the financial impact of a contract or agreement for which an Executive Director or Department Head has been delegated signature authority exceeds \$100,000, the Department Head must notify the Town Manager in writing (email will suffice) prior to execution of the contract.

Purchasing/Contracts documents (Located on [The Hive](#))

Manager's Office, Assistant to the Manager, 919-968-2707

Business Management Department, Contracts Manager, 919-969-5025

VII. RESPONSIBILITIES

VIII. APPENDICES      A. Designated **Signatory** Authority

IX. FAQ

X. SCOPE                      As of December 1, 2012 this policy replaces and supersedes any previous policies, sections of the employee handbook, or unwritten policies or practices covering the same subject.

XI. RELATED                      Resolution 2013-01-28/R-3, adopted by Council on January 28, 2013  
INFORMATION

XII. POLICY                      Adopted April 1, 2013  
HISTORY                      Updated to include Assistant Town Manager position:  
December 16, 2020