

Tips

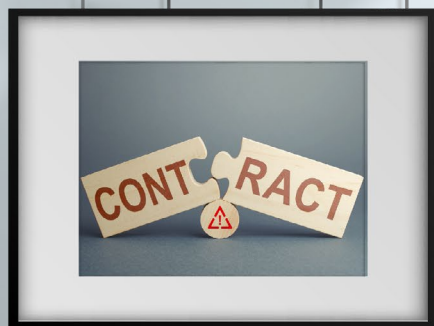
from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

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Who Can Sign a Contract or Agreement?



Employees may not approve, sign, or execute any document that commits the institution without specific authorization. This authorization is vested in the Board of Regents of the Texas Tech University System and applies to all contracts, regardless of the external agency or source of funds.

Don't Commit or Obligate Without Authority

[HSC OP 54.01](#), Contracting Authority and Policy, outlines the institutional policy related to the approval and execution of contracts and agreements:

- No officer or administrator is authorized to approve or execute contracts or agreements with an external agency unless that authority has been delegated in accordance with Regents' Rules or TTUHSC Operating Policies and Procedures.
- In accordance with [HSC OP 10.11](#), Delegation of Authority by the President, the President has delegated the authority to approve and sign contracts to the Executive Vice President for Finance and Operations.

There are limited instances of further written delegation of this authority from the Executive Vice President for Finance and Operations. These exceptions are rare. **If you do not have a written delegation, you cannot sign a contract on behalf of TTUHSC.**

For questions, contact the Contracting Office at contracting@ttuhsc.edu.

