

**POLICIES**

**Issued:** November 17, 2017

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** Procurement and Contract Services

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**Policy Statement**

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It is the policy of Austin Peay State University to utilize a University-wide structure for managing contracts and other legally binding documents to protect the University's legal interests.

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**Purpose**

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The purpose of this policy is to establish a University-wide structure for managing contracts and other legally binding documents.

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- Approval/Authority
- General Contract Policy

**Related Forms**

- APSU Contract Forms

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- APSU Policy 4:002
- APSU Procurement and Contract Services Website

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**Procedures**

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**Approval/Authority**

- A. All agreements and contracts affecting the University must be approved and executed by the President or the President's designee.
- B. Certain agreements may be subject to additional review and/or approval processes as set out in APSU policies, i.e.

Fiscal Review, State Building Commission, etc.

C. The authority to approve contracts is delineated in APSU Policy 4:002.

**General Contract Policy**

- A. Contracts Generally
  - 1. Contracts for goods or services shall be in compliance with all applicable federal and state requirements and APSU Policies.
  - 2. All contracts of goods and services shall be based upon the principle of competitive bidding except when an alternate procurement method is justified in writing and approved by the appropriate authority, as required by APSU Policy 4:002.
  - 3. A complete record shall be maintained of each procurement transaction to provide a clear audit trail.
- B. Contract Manual
  - 1. The Office of Procurement and Contract Services shall maintain a contract manual, which will be in electronic format, to ensure that all contracts comply with the federal and state laws and regulations.

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**Related Forms**

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**APSU Contract Forms**      <http://www.apsu.edu/procurement/forms>

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**Links**

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**APSU Policy 4:002**      [https://www.apsu.edu/policy/4s\\_business\\_and\\_finance\\_policies/4002-delegation-authority-approval-and-execution-contracts-and-agreements](https://www.apsu.edu/policy/4s_business_and_finance_policies/4002-delegation-authority-approval-and-execution-contracts-and-agreements)

**APSU Procurement and Contract Services Website**      <http://www.apsu.edu/procurement>

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**Revision Dates**

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APSU Policy 4:013 – Rev.: November 17, 2017  
APSU Policy 4:013 – Issued: March 8, 2017

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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