



**Policy: 01-74-00**

## **Agreement Policy**

OFFICE OF RECORD: Office of the President

ISSUED BY: President

APPROVED BY: Doug Knowlton

EFFECTIVE DATE: 07/21/88 (Revised 02/04/98)

### **Policy**

Dakota State University enters into a number of agreements for a variety of goods, services, and mutual benefits. Only the President of DSU is empowered to sign agreements on behalf of the institution. These agreements fall into four categories: A) grants and contracts with external organizations which provide funding to DSU; B) contracts with external organizations and individuals for services which DSU pays for; C) contracts with external organizations and individuals for the mutual benefit of both parties, usually with no financial consideration; or D) rental or lease agreements with off-campus organizations and individuals for use of DSU's equipment and facilities.

The following procedures apply to the above categories of agreements.

### **Procedures**

1. The procedures governing the approval of grants and other contracts which provide funding to DSU are covered in policy [01-72-00](#).
2. DSU frequently enters into contracts for services. These contracts may be for consulting, entertainment, software and equipment maintenance, vending, construction, or any other services required by the institution to carry out its mission. All consulting and entertainment contracts must be completed on a form available in the Business Office. For contracts other than consulting or entertainment, a special contract form developed for that purpose or an external organization's contract form may be used. After the contract has been signed by the external contractee it should be forwarded to the Business Office which will review the contract for appropriateness and budget before sending to the President for signature. Copies of con-

tracts signed by the President will be returned to the initiating office and sent to the Board of Regents by the Business Office.

3. DSU also enters into agreements for the mutual benefit of the University and the external organization or individual. These agreements are for a wide variety of services, including clinical and educational services. These agreements usually do not include a financial consideration. Either the external organization's or individual's agreement form or a special agreement form developed for that purpose may be used. After the agreement has been signed by the external contractee, it should be forwarded to the Business Office for form and content review before sending to the President for signature. Copies of the agreements signed by the President will be returned to the initiating office and sent to the Board of Regents by the Business Office.
4. The procedures governing the approval of rental or lease agreements for DSU facilities and equipment are covered in Policy [01-76-00](#), Facility Use and Rental.