

Signature Authority for Contracts

UMMC Policy and Procedure Manual	A-CA-CNT-GEN-PO-00005
Subject: Signature Authority for Contracts	
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I. Purpose

To establish a sound internal control environment where only individuals with formally delegated signature authority are able to contractually obligate the University of Mississippi Medical Center (UMMC).

II. Scope

This is an institutional policy and applies to all Workforce Members, as defined herein.

III. Policy

This policy designates who is authorized to sign approved Contracts on behalf of UMMC. The Chancellor of the University of Mississippi has delegated to the Vice Chancellor for Health Affairs general control and supervision over all educational, financial and administrative matters pertaining to all components of UMMC. As such, the Vice Chancellor has further delegated limited signature authority to the institutional officials designated in this policy. The Vice Chancellor for Health Affairs also retains the authority to sign any Contracts.

No individual other than the institutional officials designated in this policy have the authority to contractually obligate UMMC. UMMC will assume only those obligations evidenced by a Contract signed by an authorized Contract signatory.

IV. Definitions

For purposes of this policy, "Contract" is a written agreement between two or more parties, creating obligations that are enforceable or otherwise recognizable at law. "Contracts" also include documents that revise or affect a Contract already in place, including, but not limited to, amendments, addenda, change orders, and termination notices. All such documents to be executed on behalf of UMMC and any of its subunits, whether the subunits are referred to as a Center, a Department, an Office, a School, a Hospital, a Facility, or otherwise, and which will result in a "Contract" between UMMC and a third party, must be handled consistently and must contain terms and conditions that are consistent with all applicable State laws, UMMC policies, and Board of Trustees policies.

"Signature Authority" is the authority to execute Contracts up to the limits established by the Vice Chancellor for

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Health Affairs. The signer of a Contract is ultimately responsible for the appropriateness and correctness of the transaction and its terms.

“Value” is the amount of the Contract, whether it is an expenditure to be paid by UMMC to the other party or the revenue to be received by UMMC from the other party.

“Workforce Member” is any individual at UMMC, including, but not limited to, academic faculty, non-faculty providers, employees, contracted staff, students, volunteers, credentialed medical staff, and individuals working at, for, or on behalf of UMMC.

V. Signing Authority

- 1) Any Contract, except those for Research, with a Value of \$250,000 or more must be signed by the Vice Chancellor for Health Affairs (or designated person in his/her absence).
- 2) Any Contract that requires approval by the Institutions of Higher Learning (IHL) must be signed by the Vice Chancellor for Health Affairs (or designated person in his/her absence).
- 3) Any employment agreement such as Professional Service Agreements must be signed by the Vice Chancellor for Health Affairs (or his/her designee).
- 4) Any Contract, except those for Research, with a Value between \$0.01 and \$249,999 must be signed by the Chief of Staff to the Vice Chancellor (or his/her designee).
- 5) Any Letter of Participation, Letter of Commitment, and Group Purchasing Organization (GPO) Participation Election Forms that constitute a Contract must be signed by the Chief, Supply Chain Management (or his/her designee).
- 6) Educational affiliation agreements for UMMC student placements must be signed by the Dean of the respective school, unless otherwise provided herein. School of Medicine agreements must be signed by the Vice Dean of the School of Medicine (or his/her designee). Graduate Medical Education (GME) agreements must be signed by the Associate Dean for GME (or his/her designee). Educational affiliation agreements for students placed at UMMC must be signed by the Associate Vice Chancellor for Academic Affairs (or his/her designee).
- 7) Research Contracts/agreements, including but not limited to Clinical Trial Agreements, Sponsored Projects, Subaward Agreements, Material Transfer Agreements, Reliance Agreements, and **Research Nondisclosure Agreements, must be signed by the Associate Vice Chancellor for Research or the Executive Director, Research (or his/her designee).
- 8) Any Business Associate Agreement or HIPAA (Health Insurance Portability and Accountability Act) related document must be signed by the Executive Director, Office of Integrity & Compliance (or his/her designee).
- 9) Any Health Resources and Services Administration (HRSA) 340B document/forms and Single Case Agreements that require the signature of the Authorizing Official must be signed by the Chief Financial Officer of the health system (or his/her designee).
- 10) Any Managed Care Pricing Discounts that require the signature of the Authorizing Official must be signed by the Chief, Payor Contracting (his/her designee).

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11) Outside Counsel Agreements must be signed by the General Counsel/Chief Legal Officer (or his/her designee).

12) Any Contract not specified above with a Value of \$0.00 must be signed by the Executive Director of Contracts Administration (or his/her designee).

**Research Nondisclosure Agreements that are requested to be signed in preparation for a proposed “study” may only be signed by the Principle Investigator after it has been appropriately reviewed by the Office of Research and Sponsored Programs and signed by the appropriate signature authority.

VI. Designations/Delegations

Any individual with Contract signature authority granted herein (“Delegating Official”) may further delegate the designation or delegation of signature authority to another qualified UMMC employee (“Delegate”). A memorandum requesting the approval of and confirming the term of such designation or delegation must be sent to the Executive Director of Contracts Administration to obtain requisite approval. The designation or delegation of signature authority granted hereunder must have a limited term not to exceed one (1) year and be approved by the Vice Chancellor for Health Affairs. The Delegate is not authorized to further designate or delegate the authority granted hereunder. The Delegating Official is responsible for revoking or renewing any designation or delegation by additional request, if applicable. The Executive Director of Contracts Administration shall retain an official record of all approved Contract signatories of UMMC.

VII. Enforcement

In accordance with IHL Board Policy 707.02, anyone signing a Contract without authorization is subject to disciplinary action, up to and including termination.

A person who signs without authority may be liable for the obligations, debts, and risks under that Contract. The individual’s liability may be personal.

Quick Reference:

Contract Value or Category	Signature Authority
\$250,000 or greater and any other IHL worthy Contract	Vice Chancellor for Health Affairs
Employment Agreements	Vice Chancellor for Health Affairs
\$0.01 - \$249,999	Chief of Staff to the Vice Chancellor
\$0	Executive Director, Contracts Administration
Letters of Participation, Letters of Commitment, GPO Participation Election Forms	Chief, Supply Chain Management
Educational Affiliation Agreements	Dean of School, Vice Dean for SOM, Associate Dean for GME, or Associate Vice Chancellor for Academic Affairs
Research Agreements	Associate Vice Chancellor for Research or Executive Director, Research
Business Associate Agreements or HIPAA related documents	Executive Director, Office of Integrity and Compliance
HRSA 340B documents/form requiring Authorizing Official signature, Single Case Agreements	Chief Financial Officer, University Hospital and Health System

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Managed Care Pricing Discounts
Outside Counsel Agreements

Chief, Payor Contracting
General Counsel/Chief Legal Officer

Attachments:

- [UMMC Delegation of Contract Signature Authority.pdf](#)