



Policy Name: Contracts

Custodian of Procedure: Vice President for Finance and Administration

Date of Adoption: July 2000

Date of Next Review: September 2032

POLICY

Minnesota State University, Mankato's contractual obligations must conform to pertinent federal and state laws as well as Minnesota State policies.

A contract or agreement is an agreement between Minnesota State and/or the university and another person or entity that creates a binding legal obligation upon Minnesota State and/or the university and another party, regardless of the title or name of the document.

Minnesota State University, Mankato is required to prepare contracts for companies and individuals who will be paid to perform a task or service. Examples of contracts include, but are not limited to: Clinical, design and construction, services, facilities and leases, software, maintenance services, consultant, professional or technical services (see [Minnesota State Forms and Contract Templates](#)).

Only authorized personnel with an approved Delegation of Authority may sign contracts obligating Minnesota State and/or the university.

Contact Minnesota State University, Mankato's Office of Finance and Facilities for questions related to these policies.

Rationale

Minnesota State serves as a good steward of tuition funds, state appropriations, and other resources entrusted to it by Minnesotans and the students we serve. In that pursuit, system contracting and procurement practices and processes shall be transparent, fair, and consistent with the authorities afforded in state statute.

Minnesota State colleges, universities, and system office are responsible for procurement of necessary goods and services and the implementation of contracts that maximize the use of financial resources.

History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

Revisions Made:

Enter revisions here.

References:

[Minnesota State Connect - Contract Management](#)

[Minnesota State - Minnesota State Forms and Contract Templates](#)

Vice President's Recommendation

President's Approval