

Minnesota State University, Mankato  
University Policy

<b>Policy Name:</b> Contracts	<b>Effective Date of Last Review:</b> <u>July 1, 2019</u> <u>August 1, 2026</u>
<b>Custodian of Policy:</b> Vice President for Finance and Administration	<b>Date of Last Review:</b> September <u>2018</u> <u>2025</u>
<b>Date of Adoption:</b> July 2000	<b>Date of Next Review:</b> September <u>2025</u> <u>2032</u>

## POLICY

Minnesota State University, Mankato contractual obligations must conform to state and federal law. Only authorized personnel may sign contracts obligating the institution. Employees entering into a contractual agreement obligating the University and/or State are legally liable when such contracts are not approved by authorized personnel.

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 contract templates are the preferred contract form. Any contract that does not adhere to system-approved contract templates must be reviewed in advance of signature by the Office of General Counsel or Attorney General's Office and/or Risk Management.

These are the recognized software programs for contract related storage:

- Marketplace (contracts)
- E-builder (facilities contracts)
- Workday (purchase orders)

**Commented [VJ1]:** How do users know which one to consult for a review?

Contracts, including real property leases, must not exceed five years, including renewals, unless a longer period is otherwise provided for by law, or approved by the board and/or the chancellor or the chancellor's designee.

**Commented [VJ2]:** The specific technologies are part of procedure. Policy is a general statement of the university's position on an issue.

Only authorized personnel with an approved Delegation of Authority may sign contracts obligating Minnesota State and/or the university. Employees entering into a contractual agreement obligating Minnesota State and/or the university may be legally liable when

such contracts are not approved by authorized personnel or policies and procedures are not followed.

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

#### Contracts Policy Review Process

- [Policy Consultation Committee Review \[add date\]](#)
- [Informal Review \[add date\]](#)
- [Formal Review \[add date\]](#)

#### Vice President's Recommendation

[Signature and Date](#)

#### President's Approval

[Signature and Date](#)

## **PROCEDURE**

~~Employees involved in activities requiring a contract or liability insurance should contact the Office of Finance and Administration for assistance.~~

Minnesota State University, Mankato follows Minnesota State [System](#) procedures, ~~and but~~ it may have some slight variances when university discretion is allowed.

Procedures are subject to change based on policy and procedure updates. The current procedures can be found here: [Initiate a Contract | Minnesota State University, Mankato](#)

Information regarding the current Minnesota State Dollar Threshold procedures for purchases/contracts\*: [Minnesota State Connect - Contract Management](#)

\*Minnesota State Mankato requires the collection of:

- A minimum of one sealed bid/quote for \$1-\$25,000.
- A minimum of two sealed bids/quotes for \$25,001-\$99,999.

Contact Minnesota State University, Mankato's Office of Finance and ~~Administration~~[Facilities](#) for questions related to these procedures.

## **RATIONALE**

~~N/A~~

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.

Resources:

[Minnesota State - 5.14 Contracts, Procurements, and Supplier Diversity](#)

[Minnesota State - Procedure 5.14.5 Purchasing for Board Policy 5.14](#)

[Minnesota State - Procedure 5.14.2 Consultant, Professional or Technical Services, and Income Contracts for Board Policy 5.14](#)

[Contracts Information](#)

[Minnesota State Connect - Contract Management](#)

<b>Policy:</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
✓ <b>Vice President's Recommendation</b>		<b>Date</b>

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✓ <b>President's Approval</b>	<b>Date</b>

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#### Contracts Procedure Review Process

- [Policy Consultation Committee Review \[add date\]](#)
- [Informal Review \[add date\]](#)
- [Formal Review \[add date\]](#)

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date