

**Sam Houston State University**  
**A Member of The Texas State University System**

**President's Office Policy PRE-05**

**CONTRACTS**

No employee may contract in the name of the University without specific delegation of that authority by the President. Such delegation must be renewed each fiscal year and must be specific as to the type and amount of contracts permitted. Procedures for obtaining contract authority may be obtained from the Office of the President. A file is maintained in that office of all approved delegation of contract authority.

Reviewed by: Kathy Gilcrease, Assistant to the President  
Date: September 2009