

DOCUMENT TYPE	P	 LA TROBE UNIVERSITY
ADMINISTRATIVE	5	
GOVERNANCE	1	
LEGAL & CONTRACTS	4	
NUMBER	001	
		Policy Database Document Reference Number 514001P

CONTRACT SIGNING POLICY

Purpose/ objectives	<p>To establish delegations for the signing of contracts or agreements for and on behalf of the University.</p> <p>To provide proper protection from a risk management viewpoint.</p> <p>To clearly delineate between:</p> <ul style="list-style-type: none"> • the authority to spend or to commit the University to financial liabilities, and • the authority to commit the University to performance under contracts or agreements involving liabilities which go well beyond the incurring of a direct financial liability.
Scope/ Application	<p>All campuses</p> <p>All staff</p> <p>All types of agreements or contracts entered into by the University</p>
Policy Statement	<p>A person may only sign a contract or agreement on behalf of the University:</p> <ul style="list-style-type: none"> • where that person has a contract signing delegation under the Contract Signing Delegation Procedures; • all required internal University approvals and any necessary approvals under the La Trobe University Act 1964 have been obtained; • relevant University Statutes, Regulations, Policies and Procedures have been complied with; • the form of the contract or agreement has been approved by the University's Legal Services.
Supporting Procedures	<p>Contract Signing Delegation Procedures</p>
Responsibility for implementation	<p>Vice-Chancellor</p> <p>Director, Legal Services</p>
Responsibility for monitoring implementation and compliance	<p>Corporate Governance and Audit Committee</p> <p>Director, Legal Services</p>
Status	<p>Approved by Council on 15 December 2008</p>
Key stakeholders	<p>Director, Legal Services</p> <p>Vice-Chancellor</p> <p>Corporate Governance and Audit Committee</p>

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Approval Body	University Council 15 December 2008
Initiating Body or person(s)	Corporate Governance and Audit Committee
Definitions	None required
Related legislation	Not Applicable
Related Policy and other documents	Policy on Legal Processes
Date Effective	15 December 2008
Next Review Date	15 December 2011
Keywords	Contract, signature, legal
Owner/Sponsor	Vice-Chancellor
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