

The University of Mississippi Medical Center	<b>POLICY AND PROCEDURE MANUAL</b>	MANUAL CODE: _____
<b>SUBJECT: SIGNATURE AUTHORITY FOR CONTRACTS</b>		
Effective Date: 11/12	Review/Revision Date: 06/18	Page 1 of 4
PREPARED BY: Contracts Administration		APPROVED BY: LouAnn Woodward, M.D. Vice Chancellor for Health Affairs Dean, School of Medicine

**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. Policy**

This policy designates who, within UMMC, is authorized to sign approved contracts on behalf of the University. 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 individuals named in this policy.

The individuals named in this policy have the sole authority to contractually obligate UMMC. UMMC will assume only those obligations evidenced by a contract signed by an authorized contract signatory.

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

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#### IV. Signing Authority

1. Any contract, except those for Research, committing UMMC in an amount equaling or exceeding \$250,000 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 Institutes 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 designated person in his/her absence).
4. Any contract, except those for Research, committing UMMC in an amount equaling \$0.00 but not exceeding \$249,999 must be signed by the Chief of Staff to the Vice Chancellor (or designated person in his/her absence).
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.
6. Graduate Medical Education (GME) agreements must be signed by the Associate Dean for GME (or designated person in his/her absence). Educational affiliation agreements for UMMC student placements must be signed by the Dean of the respective school. Educational affiliation agreements for students placed at UMMC must be signed by the Chief of Staff to the Vice Chancellor (or designated person in his/her absence).
7. Research contracts/agreements, including but not limited to Clinical Trial Agreements, Sponsored Projects, Subaward Agreements, Material Transfer Agreements, Reliance Agreements, and \*\*Nondisclosure Agreements, must be signed by the Associate Vice Chancellor for Research or the Executive Director of Research (or designated person in his/her absence).
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 designated person in his/her absence).
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.
10. Any Managed Care Pricing Discounts that require the signature of the Authorizing Official must be signed by the Chief of Payor Contracting.
11. Outside Counsel Agreements must be signed by the General Counsel/Chief Legal Officer.

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In the event the signing authority is unable to execute the contract/agreement, the Vice Chancellor for Health Affairs retains the authority to sign any contracts/agreements.

\*\*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.

**V. 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 in some cases even may be liable for the obligations, debts, and risks under that contract. The individual’s liability may be personal.

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**Quick Reference:**

<b>Contract Spend or Category</b>	<b>Signature Authority</b>
\$250,000 or greater and any other IHL worthy contract	Vice Chancellor for Health Affairs
\$0 - \$249,999	Chief of Staff to the Vice Chancellor
Letters of Participation, Letters of Commitment, GPO Participation Election Forms	Chief, Supply Chain Management
Educational Affiliation Agreements (\$0 dollar)	Dean of School, Associate Dean for GME, or Chief of Staff to the Vice Chancellor
Research Agreements	Associate Vice Chancellor for Research or Executive Director of 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
Managed Care Pricing Discounts	Chief of Payor Contracting
Outside Counsel Agreements	General Counsel/Chief Legal Officer