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Purpose
The Bloomfield College Contracting Authority Policy is established to identify clearly which College personnel have the authority to sign agreements and commit the College to a contractual obligation. This policy applies to all College employees, employees of contractors working at the College, subcontractors, alumni, students and any other individuals involved in College business. The Contracting Authority Policy is not affected by the source of the funds involved.

Definition
A contract is defined as a legally enforceable agreement between two or more capable parties to do or refrain from doing some particular activity. A contract may be verbal or written, but it must include mutual obligations and the promised exchange of something of value. A business organization, such as Bloomfield College, may authorize certain officers or employees to be its agents who have the authority to contractually bind the organization. It is the purpose of this policy to define which officers and employees of the College have the authority to act as agents for the College.

Policy
Individuals specifically identified in this document as agents for the College are authorized to enter into contracts on behalf of the College. No other person may obligate the College, in writing or verbally, to any contract, agreement, purchase order, memorandum of understanding, promise or any other potentially binding arrangement. Unauthorized employees, or others unlawfully making commitments in the name of Bloomfield College, shall be held personally liable for any costs or consequences resulting from their actions.

Financial and Legal Provisions
Those authorized to sign agreements on behalf of the College are expected to consult with the Vice President of Finance and Administration concerning financial and legal provisions. The consultation should be through a memo or email and should allow time for review.

Contracting Officer
The Board of Trustees designates the President and the Vice Presidents as having signature authority for the College’s contracts. As such, these individuals are authorized to sign contracts on behalf of Bloomfield College.

Delegated Authority
The College has identified the Purchasing department to act as agents for the College. Purchase Orders may be signed by the Director of Purchasing or the Purchasing Assistants. Purchase Requisitions are routed through Bloomfield College’s e-procurement for appropriate departmental approvals. This delegation does not supersede the review of purchases over $2,500 by the Vice Presidents.

Entire Agreement/Contract
The signed contract or agreement and the Purchase Order constitute the entire agreement.