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**POLICY TITLE:**

**Contract Management**

**APPLIES TO:**

**All KSU departments and divisions, and all employees involved in the creation, approval, signing, or management of KSU contracts**

**ADMINISTRATIVE AUTHORITY:**

**Division of Finance and Administration  
Chief Financial Officer (CFO)  
Office of General Counsel**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 8, 2025**

**NEXT REVIEW DATE:**

**August 8, 2028**

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**POLICY STATEMENT:**

This policy establishes the official framework for the management of all contracts at Kentucky State University (KSU). Its purpose is to safeguard KSU assets, manage risks associated with legal agreements, and ensure that all binding commitments are properly authorized and compliant with applicable laws. All KSU employees must adhere to this policy when creating, approving, signing, and managing contracts.

**DEFINITIONS:****Contract**

A written agreement that is legally enforceable, regardless of its title. This includes, but is not limited to, agreements, leases, memoranda of understanding (MOU), memoranda of agreement (MOA), gift agreements, and settlement agreements. Oral agreements are not permitted and will not be honored by KSU.

### **Contract Management System (CMS)**

KSU's official system of record for the central storage and lifecycle tracking of all KSU contracts.

### **Contract Manager**

A KSU employee responsible for managing the ongoing relationship with a vendor and ensuring all parties meet their contractual obligations.

### **Contract Signer**

A KSU employee who has been explicitly delegated the authority to sign contracts and legally bind KSU.

## **PROCESS:**

### **General Contract Requirements**

- All KSU contracts must be in writing and signed by an authorized KSU Contract Signer and the vendor to be enforceable.
- All contracts must be reviewed and approved as to form and legality by the Office of General Counsel before they are signed.
- KSU-approved contract forms and templates must be used to the fullest extent possible.
- All fully executed contracts must be uploaded to the university's official Contract Management System (CMS) by the appropriate Contract Manager, Contract Signer, or administrative assistant of the Manager or Signer.

### **Signatory Authority**

No employee may sign an agreement on behalf of KSU unless they have specific, delegated authority. The Board of Regents delegates authority to the President for determining who may sign contracts on behalf of KSU. The official schedule of signatory authority for KSU contracts is detailed in the Signatory Authority Regulation.

### **Contract Renewal and Expiration**

To prevent unwanted auto-renewals or lapses in essential services, a proactive renewal process is required. The Contract Management System (CMS) will provide automated notifications to the designated Contract Manager in advance of a contract's expiration date. Upon receipt, the Contract Manager is responsible for initiating a timely review to determine whether the contract should be renewed, renegotiated, or terminated.

### **Electronic Signatures**

Electronic signatures are legally binding on behalf of KSU.

### **Record Retention**

All fully executed contracts and related documentation shall be retained within the Contract Management System (CMS) in accordance with the official KSU Records Retention Schedule.

### **Roles and Responsibilities**

- **Contract Manager:** Responsible for administering the contract, monitoring vendor performance, managing the relationship, and ensuring all terms and obligations are met.
- **Contract Signer:** Responsible for reading and understanding the contract, ensuring it meets KSU's business needs, verifying that the General Counsel has reviewed it, and signing the document.
- **Office of General Counsel:** Responsible for reviewing and approving all contracts as to form and legality, developing standard contract templates, and ensuring conformity with applicable laws.
- **Purchasing Office:** Responsible for negotiating contracts, administering the CMS, training users, and ensuring procurement policies are followed.
- **Accounts Payable Office:** Responsible for reviewing payment requests to ensure they align with an approved contract and contain all required approvals and coding.
- **Internal Audit Team:** Responsible for conducting an annual review for compliance with this policy.

## REFERENCES AND RELATED MATERIALS:

- KSU Signatory Authority Regulation
- Kentucky Model Procurement Code (KRS Chapter 45A)
- KSU Purchasing Policy
- KSU Records Retention Schedule

## CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	CFO/Vice President of Fin. & Admin.	(502) 597-6429	<a href="mailto:Melissa.Hicks@kysu.edu">Melissa.Hicks@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	November 2023	Zach Atwell
Moderate Revisions (New Template)	June 2025	Zach Atwell