



REGULATION TITLE:

Signatory Authority

APPLIES TO:

All employees who manage contracts on behalf of KSU

ADMINISTRATIVE AUTHORITY:

Office of the President

Division of Finance & Administration

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements the Contract Management Policy by defining the specific individuals who are delegated authority to sign contracts and legally bind Kentucky State University (KSU), and the financial thresholds associated with that authority. No employee may sign a contract on behalf of KSU unless they have been explicitly granted authority in this regulation or through a formal written delegation.

DEFINITIONS:

Contract Signer

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

Signatory Authority

The power delegated to a specific position to sign contracts on behalf of KSU.

PROCESS:

Schedule of Delegated Signatory Authority

The following individuals have the authority to sign contracts on behalf of KSU, subject to the following limitations:

President: The President must sign any contract that requires expenditures of more than \$5,000.

Chief Financial Officer: The CFO is authorized to sign any contract that requires expenditures of \$5,000 or less.

Provost: The Provost is authorized to sign academic affairs contracts that do not involve any expenditure of funds.

Board of Regents Approval Requirement

Notwithstanding the authority granted above, any contract requiring expenditures of more than \$1,000,000 in a single fiscal year must be approved by the KSU Board of Regents before it may be signed by the President or any other authorized signatory.

REFERENCES AND RELATED MATERIALS:

- KSU Contract Management Policy
- 745 KAR 1:060

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
