

Charity number SC004401

Signing Contracts

A contract is an agreement whereby an offer is accepted. Verbal contracts have legal substance and therefore staff should exercise caution in making verbal offers or acceptances. In practice most contracts will be in writing. A contract is legally binding and breach by one or other of the parties (and sometimes third parties not party to the contract) means the harmed may have redress. Contracts signed in haste can cause the University financial harm. However difficulties can also arise where there is no contract and funds are committed on an ongoing semi-formal basis.

Signing any piece of paper or making any verbal undertaking may constitute a contract. It is therefore in this area where staff should be most wary. **Staff should not sign any contract or verbally commit to any contract until they have assessed the status of the contract from the table in this section** which lists the various types of contract the University are likely to enter into. In any cases of doubt advice should be sought.

The Procurement Office will hold the official signed Agreement, with a copy sent the relevant department. The responsibility for Contract Management will remain with budget holder

CONTRACTS	0 to 249,999	250k to 499,999	Over 499,999	
Land and Buildings	Assistant Director of Estates- Maintenance or Projects	Director of Estates	Secretary of Court or Director of Finance	See 5.11 of financial regulations
Contracts of Sale	Not covered by this policy	Not covered by this policy	Not covered by this policy.	See 4.04 to 4.08 of financial regulations
Purchase Orders	See normal rules on delegated authority and procurement	See normal rules on delegated authority and procurement	See normal rules on delegated authority and procurement	
Tenders other than Land and Buildings	Head of Procurement or member of team up to delegated authority or other senior member of staff so delegated	Director of Finance or member of team up to delegated authority or other senior member of staff so delegated	Director of Finance or other member of staff so delegated.	
Lease and Hire Purchase	Refer to Director of Finance	Refer to Director of Finance	Refer to Director of Finance	
Other	Refer to Head of Procurement	Refer to Head of Procurement	Refer to Head of Procurement	