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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Campus Operations**  
**AREA: Contract Management**

**University Contracts**

**MAPP 02.03.01 (FO)**

**I. POLICY**

Lamar University (LU) may enter into contracts to purchase, obtain, or provide goods and services needed to conduct University business and operations. To be valid and binding, all contracts executed between the University and a private or public entity must adhere to the laws, statutes, rules, and regulations of the United States (federal) government, the State of Texas, and the Texas State University System (TSUS).

**II. PURPOSE AND SCOPE**

This policy falls under the authority of applicable federal, State of Texas, and TSUS laws, statutes, rules, and regulations governing contracts with public institutions of higher education in Texas, including, but not limited to, the following: the TSUS Rules and Regulations, Chapter III, Subparagraph 1.1 "Contracts" and Paragraph 10 "Contracts, Purchases, and Agreements"; TSUS Contract Management Handbook; and Texas Education Code, Chapter 51.

**III. CONTRACTING REQUIREMENTS, AUTHORITY, AND EXCLUSIONS**

Only authorized LU personnel may enter into contracts on behalf of the University. The University's Delegation of Authority Policy defines which LU personnel may enter into contracts on behalf of the University.

All University contracts must be in writing and must name Lamar University as a party. University divisions, colleges, departments, institutes, centers, offices, and LU employees (in their roles as LU employees) may not enter into contracts in their own names.

To be considered valid and binding, a contract that lists LU as a party must be authorized and signed by the appropriate LU employee responsible for that decision. Except as noted in federal, State of Texas, or TSUS laws, statutes, rules, and regulations, LU is not bound by a contract signed by an unauthorized person on behalf of the University. LU may hold a person who signs without proper authorization personally liable for any damages incurred by the University. If employed by the University, this person may be subject to disciplinary action in keeping with the policies and procedures of the LU Office of Human Resources.

Contracts are subject to review and approval by designated LU and TSUS contract personnel, LU and TSUS legal counsel, and the TSUS Board of Regents.

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Approved:

## VIII. APPROVAL

Dr. Robert H. Wagner  
Chief Operations Officer

04/27/2022  
Date

Dr. Jaime R. Taylor  
President

04/27/2022  
Date

## REVISION LOG

Revision Number	Date	Description of Changes
1	04/21/2022	Version created.
	04/27/2022	Version approved by President.