



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 1.7 - Financial Commitment

1. Only University personnel who have been granted “signature authority” as provided within Trustee Policy may sign contracts or otherwise obligate the University.

University personnel who sign contracts or otherwise obligate the University without the express written authority provided in a letter of delegation do so at no obligation to the University. Commitments made in such a manner will be the personal obligation of the employee.

All contracts, regardless of dollar value, should be sent to the Procurement Department where they will be reviewed by the appropriate staff and forwarded to the official with appropriate signature authority who is authorized to sign a legally binding contract on behalf of the University. If a signed contract is not required but a commitment, financial or otherwise, is required to a vendor than a requisition should be entered in BuyWays and a purchase order issued by Procurement as the appropriate means to obligate the University.

2. In accordance with University Board of Trustees policy, no individual without delegated signature authority is authorized to obligate the University without encumbering funds and obtaining required workflow approvals within BuyWays unless specifically permitted by policy or policy exception i.e. emergency situations. Refer to *Section 1.12 Emergency Procurement* for more information.
3. Sufficient funds to meet any obligation are required prior to services being rendered or goods delivered, furthermore, the purchase must constitute a proper expenditure and conform to University Board of Trustees Procurement Policy. Therefore, all procurement documents must be approved in advance for availability of funds before committing the University for the expenditure of any funds (appropriated or non-appropriated).
4. Any University employee who creates expenditures by evading the normal procurement channels by authorizing a vendor to increase the amount of an already issued purchase order or to perform work without a purchase order or any other such commitment, **does so at no obligation to the University. Commitments made in such a manner may become the personal obligation of the employee.**