

Contracting Process

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing: accessiblepolicy@wcupa.edu.

Purpose and Scope

Under Pennsylvania law, the President of the University has the sole and exclusive authority to enter into contracts, agreements, or memoranda of understanding on behalf of West Chester University. This Policy outlines the contracting process.

Policy Statement

In the interests of good management, the President has primarily delegated this presidential contracting officer authority to the Vice President for Finance and Administration; and secondarily to designated personnel as documented by the University's approved "Delegation of Presidential Authority-Purchasing and Contracting Offices" matrix. Unless otherwise provided for in this document or other written instrument, no employee, student or any other person purporting to represent the University has authority to sign or enter into a contractual agreement on behalf of the University or any administrative or academic unit thereof.

All transactions for the purchase of goods and services shall be made through the Purchasing Office.

All contracts for construction procurement shall be made through the Construction Procurement Office. It shall be the responsibility of the Vice President for Finance and Administration to ensure that the University complies with the statutory mandate to seek approval for contracts as to legality and form from University Legal Counsel and the Office of the Attorney General.

It shall be the responsibility of the Vice President for Finance and Administration to ensure that the Council of Trustees receives timely reports to ensure that the University complies with the statutory mandate of obtaining approval of the Council of Trustees for all contracts entered into by the President of the University.

The Adverse Interest Law prohibits any Commonwealth employee from contracting with the University or being an employee, stockholder, director or agent of any entity contracting with the University.

However, an employee may enter into a contract with the University and/or be employed by such a contractor if the contracting employee and/or the employed person is not on the University payroll during the contract period.

Under Pennsylvania law, the Department of General services has sole authority to purchase insurance contracts. Consequently, no employee of the University should sign any agreement with an insurance carrier. Should insurance be required for students and/or student projects and events, the President of the University shall request West Chester University Student Services, Inc. to purchase such insurance and all contracts for institutional insurance shall be administered by the Vice President for Finance and Administration.

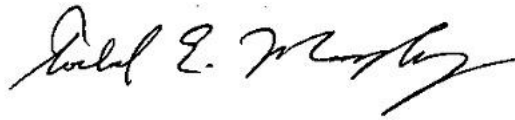
References:

[Purchasing and Contracting Officers](#)

Reviewed by: Director of Business Services

Policy Owner: Jeffrey S. Baun, Director of Business Services

Approved by:



Todd E. Murphy

Vice President for Finance and Administration

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