

**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

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.