



MIDDLE TENNESSEE STATE UNIVERSITY
Office of Compliance and Enterprise Risk Management

Compliance Tip of the Month

Contracts and Agreements

As a reminder to Faculty and Staff, employees do not have individual authority to bind the University by entering into a Contract or Agreement unless authority to do so has been delegated by the President ([Policy 600 – Approval of Agreements-Delegation of Authority/Signature Authorization](#)). Contracts and Agreements include, but are not limited to:

- User Agreements for the use (and uploading of data) on YouTube (Note: The University has a contract with Vimeo – a streaming service).
- User Agreements for any other University Social Media account (Note: University social media accounts also need to comply with [Policy 150 – Social Networking and Media](#)).
- Any transaction with an external party that could create a financial liability or financial obligation; or obligate the University to provide resources, services, or goods; or obligate the University to accept resources, services or goods; or for use of University properties. Examples include, but are not limited to, contracts, grants, purchase orders, and memorandums of understanding/agreement.
- Contracts that have not been approved by either the Contracts Office; the Office of University Counsel; and/or the Vice President of Business and Finance.

If a Faculty and/or Staff member enters into a User Agreement or other Contract without the express, written delegation of authority, the Faculty or Staff member may be personally liable for the obligations created by his/her agreement.

For additional information, clarification, and/or resources on this issue, please contact the Office of University Counsel.

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I AM *true* **BLUE**.
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