



ADMINISTRATIVE POLICY

Signature Delegation for Approved Online Agreements (AD7)

POLICY STATEMENT

In accordance with Title 1, Article VII, Section 4, Subsection e of the Nevada System of Higher Education (NSHE) Board of Regents Handbook (Bylaws), the President may delegate any of the duties of the office unless prohibited by Board policy. In order to facilitate the execution of online agreements, the President may delegate to a Designated Position the authority to further delegate authority to other positions for the sole purpose of executing approved online agreements. Such additional delegation shall be documented in writing and maintained in accessible files.

This policy will address online agreements required in the normal course of business for purchasing, downloading software, or acceptance of other online terms and conditions.

DEFINITIONS

Designated Position: A position to whom the President has assigned, in writing, certain authorities or Presidential duties in accordance with Title 1, Article VII, Section 4, Subsection e of the Nevada System of Higher Education (NSHE) Board of Regents Handbook (Bylaws),

Online Agreements: A contract or acknowledgement that is signed and executed electronically via the internet, oftentimes via a checkbox or automatic adherence to online terms and conditions.

PROCEDURES

1. All online agreements will be sent for campus review via email to contracts@nsc.edu prior to acceptance of any agreement.
 2. All online agreements will be reviewed by the Office of Legal Counsel and the Senior Vice President of Finance and Business Operations (SVPFBO) in accordance with the standards outlined in Chapter 5, Section 3 of the NSHE Procedure and Guidelines Manual, with the Office of Legal Counsel attempting to negotiate any agreements that do not adhere to the requirements outlined by NSHE.
 3. If negotiations are unsuccessful, the requestor may complete an Exception to Contracting Policy Request.
 4. If determined to be in the best interest of the Nevada State College after considering institutional risk, the SVPFBO may approve the Exception to Contracting Policy Request and grant a temporary one-time signature delegation to proceed with the online agreement.
 5. The signed Exception to Contracting Policy Request must be included with any corresponding transactions along with a record of the applicable terms and conditions and maintained in accessible files.
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FORMS/INSTRUCTIONS

- Exception to Contracting Policy Request

CONTACTS

UNIT	CONTACT	PHONE	EMAIL
Finance & Business Operations	Brandy Smith	X2311	Brandy.Smith@nsc.edu

RELATED INFORMATION

- NSHE Procedures and Guidelines Manual, [Chapter 5, Section 3](#)
- NSHE Board of Regents Handbook (Bylaws), [Title 1, Article VII, Section 4, Subsection e](#)

HISTORY

APPROVAL SIGNATURES PAGE



1/12/2023

Office of Finance & Business (Senior VP's Signature) Date

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i>		X	



1.17.2023

Office of the President (President's Signature) Date

Final decision (check one):

	Denial*	Approval
<i>Recommendation</i>		✓

*Attach rationale for denial or conditional approval