

The intention of this memo is to provide guidance to employees about purchasing and contracting on behalf of Elizabethtown College. Pursuant to section V of the Elizabethtown College Bylaws, as approved by the Board of Trustees, only duly appointed administrative officers to have the authority to enter into or sign contracts that bind the College to any rights and obligations unless the President delegates this authority, in writing, to other employees. **No one outside of the written delegates indicated below may enter into or sign contracts involving the College or otherwise commit the College to the payment of goods or services.** Anyone who does so is acting outside of the scope of their employment and may be held personally responsible for unauthorized obligations or contractual damages.

For the sake of clarity, aside from the President, the sole individual who has been delegated with authority to sign contracts, or make purchases, on behalf of the College, without financial limitations, is Senior Vice President for Administration and Finance, Jerry Silberman. Other individuals who have been delegated with limited contracting authority are listed in the exhibit to this memo. **No other individuals have contracting authority on behalf of the College.**

The following college employees are authorized to execute purchases and contracts to the extent and within the limits described.


Contracting Authority Delegation

- **President Betty Rider:** Purchases/Contracts/Const. Contracts: Unlimited
- **Senior Vice President for Administration & Finance Gerald Silberman:** Purchases/Contracts/Const. Contracts: Unlimited
- **Assistant Vice President for Finance Amanda Stahl:** Purchases/Contracts/Const. Contracts: \$50,000
- **Executive Director of Business & Financial Services Ben Goodhart:** Purchases/Contracts/Const. Contracts: \$25,000
- **Senior Leadership Team:** Purchases/Contracts: Under \$10,000
- **Associate Provosts / Assistant Vice Presidents:** Purchases/Contracts: Under \$7,500
- **Academic Deans:** Purchases/Contracts: Under \$5,000
- **Managing Directors:** (Only those who oversee a departmental budget)
Purchases/Contracts: Under \$2,500

In addition to obligating the College in some way, contracts typically contain language related to risk. The assignment of risk directly impacts the College; most often financially. Ensuring appropriate insurance and indemnification language is included in contractual agreements is imperative in managing risk and financial exposure for the College.

Your cooperation with this update is appreciated.

Sincerely,



Elizabeth A. Rider
President
Elizabethtown College

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