



Ohio Cooperative Extension Service

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TO: County Chairs
District Directors
Assistant Directors
Unit Heads

FROM: Bobby D. Moser, Director *Bob Moser*

DATE: July 10, 1989

As many of you are aware at this point, University policy prohibits faculty and staff members from signing contracts on behalf of Ohio State University. The Board of Trustees have identified Vice President of Business and Administration Richard D. Jackson as the official who is authorized to contract on behalf of the University. Mr. Jackson has in turn delegated the authority to coordinate all contracts to the Director of Contracts Administration, Leslie Winters.

According to Ms. Winters, any contract/agreement that obligates the University for the provision, purchase, or payment of goods and/or services must be processed through her office for review and approval. This includes all leases for office space and contracts for facility usage. Particularly troublesome are those contracts that promise to "indemnify and hold harmless" the lessor. The University refuses to sign contracts with such terminology but will attempt to work with the lessors to determine acceptable alternatives. Some contracts require that the University provide insurance coverage; however, the University is "self-insured."

Vice President Jackson and Ms. Winters maintain that the University will not defend an employee who acts outside his/her authority in signing contracts on behalf of the University and that employees risk personal liability for satisfying terms specified in an agreement that has not been approved by the Contracts Administration office.

I realize the constraint that this policy places upon many of you who require the use of outside facilities to conduct programs. We have requested that Vice President Jackson delegate authority for entering into certain contracts to the district offices. He has requested that we submit to Contracts Administration lists of various agencies with which we normally contract and copies of the contracts involved. After reviewing this documentation, he will determine whether to delegate authority for signing contracts. We hope to have this resolved by September 1.



Please send information directly to Leslie Winters, Director, Contracts Administration, Ohio State University, 154 N. Oval Mall, Columbus, OH 43210. Also, continue to send any current contracts to Ms. Winters for approval. Please provide Linda Johnson with copies of documents submitted to Contracts.

I solicit your cooperation in addressing this matter so that Contracts develops a clear understanding of our situation. I am hopeful that we will get some relief once they become familiar with our operations.

Please let me or Linda Johnson know if you have any questions or experience any problems in dealing with this arrangement.

cc: Linda Johnson
Charles Lifer