

Rev: March 17, 2017

Subj: **Vendor Contract Signatures**

Re: (1) DGS Procurement Handbook – Part I, Chapter 31

<u>Business Type</u>	<u>Signature(s) Required</u>	<u>Notes</u>
Individual	Owner	If other than owner, evidence of power of attorney required
Partnership	Any partner	If other than partner, evidence of power of attorney authorizing designated person must be attached
Limited Partnership	Only a general partner	
Corporation	President or a VP and a secretary, assistant secretary, treasurer, or assistant treasurer	<p>If corporate resolution authorizing the individual(s) to sign the bid/contract on behalf of the corporation, then execution is proper.</p> <p>In the case of delegated authorization, the bidder/contractor must furnish a power of attorney, letter, or other document signed by the officer named in the corporate resolution stating that he or she has delegated his or her signature authority to the individual who signed the bid/contract.</p>
Limited Liability Company (LLC)	Member of the LLC. A member managed LLC is treated as a form of partnership and members are deemed to be general partners with the power to manage the business and affairs of the LLC.	For manager-managed LLCs, the bid/contract should be signed by the manager.