



# LONG ISLAND UNIVERSITY

## CONTRACTS, LEGAL, AGENCY AND PAPERS POLICY

### PURPOSE

The purpose of this policy is to provide clarity to the University community regarding the signing, acceptance, and execution of legal instruments.

### STATEMENT OF POLICY

University Counsel's office is responsible for handling all legal matters related to operations of the University.

Members of the University community shall not speak to an outside attorney on behalf of the University without permission from University Counsel.

- Only University officers are authorized to sign contracts, leases, or other agreement.
- Only University officers can reply to outside attorneys concerning University business.
- Any requests for information from attorneys, courts or outside agencies should be directed to the University Counsel.

### PROCEDURES

See *Contracts, Legal, Agency and Papers Procedures*.

**POLICY TYPE:** COMPLIANCE