Subpart 4.1 - Contract Execution

Parent topic: Part 4 - Administrative and Information Matters

4.101 Contracting officer’s signature.

Only *contracting officers shall* sign contracts on behalf of the *United States*. The *contracting officer*’s name and official title *shall* be typed, stamped, or printed on the contract. The *contracting officer* normally signs the contract after it has been signed by the contractor. The *contracting officer shall* ensure that the signer(s) have authority to bind the contractor (see specific requirements in 4.102 of this subpart).

4.102 Contractor’s signature.

(a) *Individuals*. A contract with an individual *shall* be signed by that individual. A contract with an individual doing business as a firm *shall* be signed by that individual, and the *signature shall* be followed by the individual’s typed, stamped, or printed name and the words ", an individual doing business as _____" [*insert name of firm*].

(b) *Partnerships*. A contract with a partnership *shall* be signed in the partnership name. Before signing for the Government, the *contracting officer shall* obtain a list of all partners and ensure that the individual(s) signing for the partnership have authority to bind the partnership.

(c) *Corporations*. A contract with a corporation *shall* be signed in the corporate name, followed by the word "by" and the *signature* and title of the person authorized to sign. The *contracting officer shall* ensure that the person signing for the corporation has authority to bind the corporation.

(d) *Joint venturers*. A contract with joint venturers *may* involve any combination of individuals, partnerships, or corporations. The contract *shall* be signed by each participant in the joint venture in the manner prescribed in paragraphs (a) through (c) of this section for each type of participant. When a corporation is participating, the *contracting officer shall* verify that the corporation is authorized to participate in the joint venture.

(e) *Agents*. When an agent is to sign the contract, other than as stated in paragraphs (a) through (d) of this section, the agent’s authorization to bind the principal *must* be established by evidence satisfactory to the *contracting officer*.

4.103 Contract clause.

The *contracting officer shall* insert the clause at 52.204-1 Approval of Contract, in *solicitations* and contracts if required by agency procedures.