

To remind you of who is authorized to sign agreements, proposals, I hereby ask your attention of the relevant procedures at Erasmus School of Economics and Erasmus University Rotterdam.

According to the [Administration and Management Regulations EUR](#) (hereinafter 'BBR-EUR') and the Erasmus School of Economics management instructions, the authorities to sign apply to commitments with a definitive monetary value, such as agreements, offers or grant applications:

The **director of the department** has the authority to sign for:

- commitments for the expense of or, as the case may be, for the benefit of the department and *in conformity with* the set budget and/or;
- commitments that are *not part of* the budget, up to a maximum of:
  - o € 10,000 per calendar year and/or;
  - o € 25,000 per calendar year if the commitment relates to education or third-party research and/or;
  - o commitments with a maximum term of one year.

The **dean** has the authority to sign for:

- commitments that are not part of the budget, up to a maximum of € 250,000 per calendar year and/or;
- commitments with a maximum term of four years.

#### Executive Board FLAT check

The **Executive Board** signs - after having completed the EUR [FLAT check](#) procedure - all contracts, quotes and grant applications:

- that exceed more than four calendar years and/or;
- where the commitment(s) represent(s) more than € 250,000 per calendar year;
- all commitments for which a European requirement to put out a tender applies.

The EUR FLAT check (which can take from 5 to 10 working days) assesses the commitment in terms of its financial, legal, auditing and tax aspects and serves to estimate the risks for EUR.

#### Erasmus School of Economics FLAT check

Erasmus School of Economics performs its own FLAT check for all commitments that are signed by the dean:

- all contracts, offers or grant applications that are submitted for the EUR FLAT check;
- contracts, offers or grant applications that are signed by the dean;
- commitments for which the Erasmus School of Economics is required to match an amount that has been provided (e.g. In the case of grant applications);
- commitments for which an account to be provided to the financial backer must include an audit opinion or the dean's signature.

For further information, please contact the office manager or your department.