

MEMORANDUM

TO: Emory College Faculty and Staff

FROM: Dean Robert Paul
Emory College

DATE: January 17, 2006

RE: University Contracting/Signature Authority Policy

On January 1st the University implemented a new signature authority policy. This policy, for the most part, codifies the existing understanding as to who may sign contracts and other documents on behalf of the University. It also sets some monetary and other limits on authorized signers. Finally, the policy requires that everyone who signs contracts and certain other documents must be authorized in writing to do so. I have been issued a delegation letter by the Provost authorizing me to sign contracts and agreements up to \$250,000. I will be issuing delegation letters to some members of the College Office staff and to Department Chairs and Program Directors within the next month in order to comply with the new policy.

The faculty and staff of the College have been good University citizens in the past when it comes to executing financial transactions, but I think that setting down the scope of authority for completing and signing agreements that commit the University's resources is a good idea. The complete signature authority policy will be posted on the College's web site in the next few days, but I would like to highlight a few key provisions and activities:

- (1) Purchasing transactions via the University's purchase order and P-card systems are not affected by the new policy nor are transfers of internal funds. The existing limits of \$1,499 on P-cards and \$10,000 on purchase orders remain in effect. Purchases above \$10,000 must be approved by the College Office (as before). A new \$250,000 signing limit has been imposed on Emory College and other Schools for purchases.
- (2) Any contract, including speaker agreements, cannot be signed unless a delegation letter from the Dean is in place. My delegation letters to Department Chairs and Program Directors will authorize them to sign up to \$10,000, matching the purchase limits currently in place. Contracts above this amount must be signed by me, the Senior Associate Dean for Resources and Planning, or the Chief Financial Officer. A complete listing of authorized signers and their limits will be placed on the College's web site.
- (3) Department Chairs and Program Directors may delegate signature authority within their departments up to their \$10,000 limit. These delegations must be approved by me and subsequently by the Provost. Chris Corrigan will be sending you a memo with a sample delegation letter explaining how to issue your delegation letters.

(4) The process for approving grants & contracts proposals has not changed. Department Chair signature is still required on all proposals. I have authorized Chris Corrigan and Teresa Sussman to sign the proposals for me. All proposals must be signed by the Vice President for Research Administration (or his delegated signer) before they are sent to the sponsor.

Please contact Chris Corrigan if you have any questions about this new policy.

RAP

cc: Kim Loudermilk, Chris Corrigan