
SIGNATURE AUTHORITY DELEGATION PROCEDURE

In furtherance of ABOR Policy 3-103 and the University's [Contract Signature Authority](#) policy, Executive Team members may use this procedure to make a recommendation to the President for the delegation of contract signature authority. University officials who believe their responsibilities warrant delegated contract signature authority should speak with their supervisor about becoming an authorized signer.

When the value of the University's obligation under a contract is in excess of \$10,000, the delegation of contract signature authority must be certified in advance by the President to the executive director of ABOR. When the value of the contract is \$10,000 or less, certification of the designation to ABOR is not required, as the President warrants that the delegation will improve the efficiency and effectiveness of University operations and will not unduly expose the University or the State of Arizona to financial loss.

- 1. Executive Team Member Makes Recommendation.** Only members of the President's Executive Team may use the [Delegation of Contract Signature Authority Form](#) to transmit a recommendation for contract signature authority delegation to the President. Send the original completed form to the Executive Vice President and Chief of Staff. Each nomination must include the recommended contract types, subject matter, and dollar amount limitations to be specified in writing in the delegation.
- 2. The President Accepts or Rejects the Recommendation.** The President uses the Delegation of Contract Signature Authority Form to either accept or reject the contract signature delegation nomination received from the Executive Team member. Additional information may also be required.
- 3. Presidential Certification of Delegations Over \$10,000.** The President must certify the delegation of contract signature authority in excess of \$10,000 to the executive director of ABOR. Contract signature delegations limited to dollar amounts less than this amount do not require such certification.
- 4. Notice and Dissemination of Presidential Delegations.** The Executive Vice President and Chief of Staff provides notice and copies of the pertinent documentation to the recommending Executive Team member and routes the originals to Contracts, Purchasing and Risk Management, who maintains these records as appropriate.

The President may alter the specified limitations that accompany each contract signature authority delegation or rescind a delegation of signature authority in its entirety, at any time and for any reason by concurrently notifying the Executive Team member of jurisdiction and the affected University official.