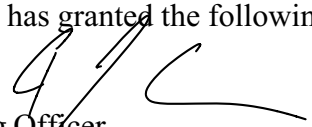


MEMORANDUM

To: The University Community
From: LaKresha Moultrie, General Counsel & Chief Risk Officer
Date: October 25, 2020
Subject: Signing Authority for University Contracts

President Allen has granted the following positions the authority to execute contracts on behalf of the University:


Chief Operating Officer
University Provost
General Counsel and Chief Risk Officer
Vice President for Institutional Advancement

The signing authority matrix below establishes which documents and corresponding dollar amounts can be executed by the authorized individual:

Authorized Positions	Documents Authorized to Sign	Contract Dollar Amount
Chief Operating Officer	Any Contracts*	Under \$250,000
University Provost	Any Academic Memorandum of Understanding and Academic Grant Related Documents	Under \$250,000
General Counsel and Chief Risk Officer	Any Non-Disclosure Agreements Any Non-Monetary Agreements	Not Applicable
Vice President for Institutional Advancement	Any Private Grant Funded Documents	Under \$250,000

President Allen will still execute all procurement exception documentation, as required by statute.

***All academic related contracts and academic grant related documents will route through the Office of the Provost via previously determined routing procedures. Those requiring the COO's approval will route from the Office of the Provost.**

Thank you for your anticipated cooperation.