



the individual has been officially delegated signature authority by the Chancellor.

3. Unauthorized University employees who sign legal documents may become personally liable for the agreement and/or are subject to employment discipline.

## **C. PROCEDURES**

1. All legal documents that require a University signature will be routed according to the business and legal review process as indicated in the [Contract Signature Matrix](#).
2. Contact the Finance Office or the campus Legal Office for legal documents not listed in the Contract Signature Matrix.

## **Notes**

1. Dates of official enactment and amendments:

June 28, 2004: Adopted

June 30, 2006: Revised

February 14, 2019: Converted

2. History:

February 14, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. University Branding and links verified.

3. Initial Policy Effective Date: June 28, 2004

4. Cross References/Appendix:

- [Laws of the Regents – Article 13: Business and Finance, Part C: Fiscal Authority and Responsibility of All Employees](#)
- [Administrative Policy Statement 2005, Contracting Authority](#)