

UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: General Administration

NUMBER: 01.B.05

AREA: Facilities and Physical Plant

SUBJECT: Signature Authority for Construction Contracts

1. PURPOSE

The purpose of this administrative memorandum is to establish signature authority for the execution of Consultant Agreements, Construction Contracts, Construction Change Orders, and Purchase Orders for major construction projects.

2. POLICY

Signature authority for the execution of Consultant Agreements, Construction Contracts, Construction Change Orders, and Purchase Orders for major construction projects is identified in the [Chancellor's Delegations of Authority](#) web page.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for ~~Plant Operations~~[Administration](#)

Review: Every three years on or before August 31

4. APPROVAL

Approved: Jim McShan
~~Interim~~[Executive](#) Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 7, 2008

~~5. INDEXING TERMS~~

~~Contract Administration~~

REVISION LOG

<u>Revision Number</u>	<u>Approval Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>08/24/1992</u>	<u>Initial version</u>
<u>2</u>	<u>04/07/2008</u>	<u>Applied revised SAM template to meet current documentation standards. Section 2.2 and Exhibit A were removed since the most current information is available on the Chancellor's web site. Assigned responsibilities to the AVC for Plant Operations. Changed review period from odd numbered years on or before June 1 to every three years on or before August 31</u>
<u>3</u>	<u>TBD</u>	<u>Applied revised SAM template and added new revision log. Removed Section 5, Index terms. Changed responsible party</u>