UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: **General Administration** **NUMBER:** **01.B.05**

AREA: **Facilities and Physical Plant**

SUBJECT: **Signature Authority for Construction Contracts**

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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: Senior Associate Vice Chancellor for Facilities/Construction Management

Review: Every five years

4. APPROVAL

Approved: *\/Raymond Bartlett\/*
Senior Vice Chancellor for Administration and Finance

\/Renu Khator\/
Chancellor

Date: August 31, 2022