



UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE:	Signature Authority	REFERENCE: BSF-125
CATEGORY:	Business Services	PAGE: 1 of 6 SUPERSEDES:
APPROVER:	Brandon E. Gilliland Vice President & CFO	VERSION: EFFECTIVE: 7/31/2018

I. PURPOSE:

The purpose of this policy is to establish an internal control environment where only employees with formally assigned or delegated signature authority are able to obligate the University with external parties to execute contracts, agreements and other instruments on behalf of the University.

II. SCOPE:

This policy applies to all University contracts, agreements and other instruments. This policy does not address signature authority and approval authority with respect to faculty offer letters and other related documents.

III. POLICY:

The President and Executive Vice President for Business and Finance and COO, shall have the authority to execute contracts, agreements, purchase orders and other instruments, including sponsored programs, which obligate the University except for those matters which require approval of the Executive Committee of the Board of Trustees as set forth in the following paragraph:

Any annual contract, agreement or other instrument, except for those involving sponsored programs, which exceeds \$10,000,000 in full amount, or exceeds \$15,000,000 during the term of the agreement.

The President and the Executive Vice President for Business and Finance and COO, with the written authorization of the President, may delegate to other University persons, the authority vested in them to sign contracts binding the University, except for those matters which require approval of the Executive Committee of the Board of Trustees.

A list of individuals that have been delegated authority to sign University contracts, agreements and other instruments are set forth in Appendix A.

If an employee signs a contract which he or she is not authorized to sign, the employee will have acted outside the scope of his or her authority as an employee, and doing so may result in disciplinary action, up to and including dismissal.

IV. **DEFINITIONS:**

Signature Authority: Permission delegated to individuals to sign instruments contracts, agreements, purchase orders and other instruments, including sponsored programs, which obligate the University.

Contracts: A contract is any legally enforceable agreement between two or more parties. A University contract is any agreement between the University (including any of its subunits such as Schools, Divisions, Departments, Centers, University employee, etc.) and another party, which is intended to have a legal effect, whether it is titled “contract” or an “agreement” or untitled. An agreement may be a binding contract even though one party provides something of value to the other party at no charge. A contract may involve a commitment of University funds, facilities, personnel, or other resources in the University’s name, or it may be a commitment for the University to give up a right it otherwise may have. Examples of University contracts include, but are not limited to:

- Agreements for the purchase, lease or rental of goods or services;
- Nondisclosure or confidentiality agreements;
- Agreements which set the terms for gifts;
- Liability waivers;
- Releases;
- Letters of intent (LOI) or collaboration;
- Clinical service agreements;
- Athletic agreements;
- Settlements;
- Licenses;
- Memorandums of understanding (MOUs) or cooperation;
- Research agreements;
- Contracts with hotels or other facilities;
- Assignment of the right of a person, group or agency to use the University name, logo or resources;
- Student or faculty exchange program- agreement; or
- Agreements for the purchase or sale of goods or services.

V. **PROCEDURE:**

See Appendix A.

APPENDIX A
MEMORANDUM

August 9, 2018

TO: Individuals with Signature Authority Listed Below

FROM: Jacqueline A. Travisano
Executive Vice President for Business & Finance and COO

RE: Delegation of Contracting Approval and Signature Authority
Effective July 31, 2018

The Executive Committee of the Board of Trustees of the University of Miami adopted the following Resolution on June 20, 2017:

That the President and Executive Vice President for Business and Finance and COO, shall have the authority to execute contracts, agreements, purchase orders and other instruments, including sponsored programs, which obligate the University except for those matters which require approval of the Executive Committee of the Board of Trustees as set forth in the following paragraph:

Any annual contract, agreement or other instrument, except for those involving sponsored programs, which exceeds \$10,000,000 in full amount, or exceeds \$15,000,000 during the term of the agreement.

The Executive Vice President for Business and Finance and COO may, with the written authorization of the President, delegate to other University persons, the authority vested in them to sign contracts binding the University, except for those matters which require approval of the Executive Committee of the Board of Trustees.

That the President of the University and the Executive Vice President for Business and Finance and COO are authorized to delegate to other University persons, the authority vested in them to execute grants and contracts documents for Sponsored Programs on behalf of the University.

The individuals listed below are hereby delegated authority to sign contracts binding the University, not to exceed the limits below, subject to the Contract Process Policy (BSF-120) and all other related University policies and procedures, except those matters which require the approval of the Executive Committee of the Board of Trustees.

The individuals listed below may not delegate signature authority. Requests to delegate signature authority must be sent to the Executive Vice President for Business and Finance and COO for approval.

<u>TITLE/NAME</u>	<u>AMOUNT</u>
Executive Vice President and Provost Jeffrey L. Duerk	(1)
Executive Vice President for Health Affairs, CEO of UHealth Edward Abraham, M.D.	(1)
Vice President and General Counsel Aileen M. Ugalde ⁽²⁾	\$3,500,000
Vice President and CFO Brandon Gilliland ⁽¹⁾	\$500,000
Vice Provost for Innovation Norma Sue Kenyon ⁽³⁾	\$500,000
Vice President for Facilities Operations & Planning Jessica Brumley ⁽⁴⁾	\$500,000
Chief Financial Officer, UHealth Mary Beth Briscoe ⁽⁴⁾	\$500,000
Athletics Director Blake James ⁽⁴⁾	\$500,000
Deputy Athletic Director Jennifer Strawley ⁽⁴⁾	\$500,000
Vice President for Student Affairs Pat Whitely ⁽⁵⁾	\$100,000
Executive Director, LAORA Sam Salama ⁽⁶⁾	\$100,000
Chief Privacy and Data Integrity Officer Helenmarie Blake-Leger ⁽⁷⁾	\$100,000
Director of Libraries Charles Eckman ⁽⁴⁾	\$100,000
Director of Law Library Michael Chiorazzi ⁽⁴⁾	\$100,000
Vice President of Enrollment Management John Haller ⁽⁸⁾	\$25,000
Associate Vice President, Facilities Operations and Planning Alexander Mac Namara ⁽⁴⁾	\$25,000

Senior Vice President for Development and Alumni Relations Joshua Friedman	(9)
Executive Director, Planned Giving Cynthia L. Beamish	(10)
Vice President for Hemispheric and Global Affairs Lourdes Dieck-Assad	(11)

- (1) In the absence of the Executive Vice President and COO, she/he will designate the Executive Vice President and Provost, the Executive Vice President and CEO of UHealth and/or the Vice President and Chief Financial Officer as her/his designee.
- (2) Law firms engagements and legal settlements.
- (3) UM Innovation contracts and agreements, confidentiality agreements (CDAs, NDAs), material transfer agreements (MTAs), and related power of attorney documents (POAs).
- (4) These individuals only have authority to contract for specific commodities/services related to their specific area of responsibility, up to dollar amount designated.
- (5) UM form contracts for Student Activities & Student Organizations.
- (6) Contracts related to LAORA/OPO, as approved through General Counsel.
- (7) Data use agreements (DUAs) and Business Associate Agreements (BAAs).
- (8) Hotel and conference facility use contracts only.
- (9) Gift agreements as approved through General Counsel.
- (10) Bequests administration documents.
- (11) International Universities & Institutions with no financial commitments.

The following individuals are authorized to sign grant and contract documents pertaining to Sponsored Programs on behalf of the University of Miami:

Executive Vice President for Business & Finance and COO – Jacqueline A. Travisano

Executive Vice President and Provost – Jeffrey L. Duerk

Vice Provost for Research – John Bixby

Associate Vice President for Research Administration – Barbara A. Cole

Executive Director of Research Administration – Jill Tincher

Executive Director of Research Administration – Edwin Bommel

The following officer's signature makes this Memorandum the official notification of contract authorization and signature authority levels outlined herein. This Memorandum is effective July 31, 2018 and will remain in effect until modified.

Jacqueline A. Travisano, Ed.D.
Executive Vice President for Business &
Finance and COO

Date

cc: Julio Frenk, President
Blanca Malagon, Associate Vice President and Chief Audit and Compliance Officer
Aintzane Celaya, Associate Vice President, Financial Planning & Analysis
Humberto M. Speziani, Assistant Vice President, Business Services