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**Office of the University Counsel**

As a reminder, the President’s office issued a new policy directive governing the delegation of signature authority to certain individuals on specific transactions, including contracts and agreements, in an effort to further streamline and enhance the University’s business friendly practices and improve administrative processes.

As a follow up to the Delegation of Signature Authority directive, the University Counsel’s office, in consultation with the President’s office and the offices of the Vice Presidents, has developed a separate document specifically addressing contract approval and signature delegation (see below for the link to the contract approval and signature delegation document).   The Contract Approval and Signature Delegation document reiterates and expands on the items contained in the Delegation of Signature Authority directive by providing the following information:

* Update on Contracts requiring pre-approval by the President
* Reminder regarding role of the University Counsel’s office in the review and processing of contracts
* Identification of Contracts delegated to Vice Presidents and Athletic Director for approval
* Information regarding processing and distribution of Contracts, including the newly implemented electronic distribution process
* Contracts still requiring the President’s signature

University personnel with questions concerning the contract approval and signature delegation document may contact the Office of the University Counsel for guidance at 615-963-7923, or may direct specific operational questions to your immediate supervisor.

**Click on the link below for complete details and guidelines.**

[**http://www.tnstate.edu/legal/ContractDelegation2012.pdf**](http://www.tnstate.edu/legal/ContractDelegation2012.pdf)