

Procedure 4.5: Delegation of Signatory for Alabama A&M University for Contracts  
Volume 4: Legal  
Managing Office: Office of the President  
Effective Date: March 7, 2012; Revised: August 1, 2017, August 6, 2021, January 6, 2022

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Pursuant to Section 16-49

EXCEPTIONS:

- A. For any contract that will bind the University for two (2) or more years, is a contract paid by the Public School Construction Account (PSCA), or is obtained through a request for proposal must be signed by the President of the University.
- B. The President designates the following University Officials to sign the contracts outlined below, after consultation and review with the President:
  1. ~~Vice President~~ ~~of Business & Finance~~ The Vice President of Business & Finance has the authority to sign required banking documents and forms for financial audits.
  2. ~~AA~~ ~~DA~~ The Athletic Director has the authority to sign guarantee game contracts for all university authorized sports.
  3. ~~GC~~ ~~HC~~ The General Counsel has the authority to sign letters of engagement for outside legal services.