

**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: Associate Vice Chancellor for Facilities/Construction Management

Review: Every three years on or before August 31

4. APPROVAL

Approved: Jim McShan  
Senior Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: December 2, 2016

**REVISION LOG**

<b>Revision Number</b>	<b>Approval Date</b>	<b>Description of Changes</b>
1	08/24/1992	Initial version
2	04/07/2008	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
3	12/02/2016	Applied revised SAM template and added new Revision Log. Removed Section 5, Index terms. Changed responsible party. No other additional changes were made by the Subject Matter Experts (SMEs)