

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.B.05

AREA: Facilities and Physical Plant

SUBJECT: Signature Authority for Construction Contracts

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 Plant Operations

Review: Every three years on or before August 31

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 7, 2008

5. INDEXING TERMS

Contract Administration