

## MEMORANDUM

DATE: April 13, 2006

FROM: Anthony A. Ferrara, CPA, MAS  
Vice Chancellor – Finance & Operations

SUBJECT: Signature Authority for Business and Research Contracts

This is a reminder to all faculty and staff that all University contracts require the signature of an authorized official of The University of Tennessee and that faculty and departmental and college staff, including department heads and deans, are not authorized to sign contracts for The University.

It has been noted that some internet sites may post "Point and Click Agreements" for receipt of educational grants, scientific material, software, or other products or services. These "agreements" require that the viewer agree to specified terms prior to obtaining the vendor's products, services, or funding. Acceptance of these terms is considered to have been done on behalf of the University and are considered binding by the provider, even if the individual is not so authorized by the University.

It is imperative that everyone understands that any agreement entered into by The University of Tennessee must be sent to the appropriate contracts office for review and processing. The Office of Research Administration in 910 Madison, Suite 823, handles contracts for research or sponsored projects; the Office of Contracts in Finance and Operations on the third floor of the Hyman Building, handles contracts for services, affiliation agreements, etc. These offices will ensure signature of approved agreements by the appropriate University official.

Questions about the contracting process should be directed to departmental or college business offices or to the respective office listed above.