

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES

<b>Title:</b>	Contract Signing – Authorized Signatures
<b>Policy Number:</b>	04.50.01
<b>Issuing Authority:</b>	Board Of Trustees
<b>Responsible Officer:</b>	University Counsel
<b>Date Created:</b>	March 9, 1971
<b>Date Last Amended/Reviewed:</b>	November 2022
<b>Date Scheduled for Review:</b>	January 2024
<b>Reviewing Offices:</b>	Office of University Counsel; Senior Vice President and Chief Operating Officer

### **Policy**

Contracts made in accordance with established procedures of the University may be executed by any of the following persons:

- A. the President; or the Senior Vice President and Chief Operating Officer;
- B. as authorized in writing by the President, any officer of the University;
- C. as authorized in writing by the Senior Vice President and Chief Operating Officer, any officer of the University or any subordinate of the Vice President of Finance and Treasurer;
- D. or any Vice President if also executed by either the Secretary or an Assistant Secretary, or the Treasurer or an Assistant Treasurer.

### **Notes**

#### **1. History:**

The 1971 Resolution amended the Board Resolution of December 11, 1964, respecting authorization to sign contracts. Last Amended: Resolution adopted by the Board of Trustees on March 9, 1971. November 2022: Updated to reflect current Bylaws and job titles.

#### **2. Cross References**

None