

## M E M O R A N D U M

**TO:** Michelle Crowder

**FROM:** David L. Miller *David L. Miller*

**DATE:** April 21, 2017

**SUBJECT:** Delegated Signature Authority

As permitted in fiscal policy FI0420, Contracts, I may delegate authority to sign contracts or other documents that commit the University to a future obligation. I hereby delegate authority to you to sign the following contracts and other contractual related documents for Construction and Real Property:

- Designer Agreements
- Designer Agreement Supplements
- Designer Additional Services Letters and Reimbursables
- Construction Contracts
- Change Orders
- CMGC Contract Amendments
- Cost Proposal Letters
- All Lease Contracts for Amounts Greater than \$24,999.99
- Easements
- Gift Property Contracts Related to the Sale and Upkeep of the Property

All Construction and Real Property projects must continue to follow University, State Building Commission, and Tennessee Higher Education Commission policies. I may revoke this delegation at my discretion and may sign these documents in your absence.

DLM:tlc