

**University of Florida Foundation, Inc.**  
**Signature Authority and Contract Administration**

Policy #: 3.03  
Effective Date: April 16, 2009  
Responsible Department: Legal

1. **PURPOSE**

To protect the organization by defining the authority for signing contracts and other documents on behalf of UFF and by outlining the contract administration process.

2. **APPLICABILITY**

Any document obligating UFF to incur expense or perform certain obligations (other than gift agreements, checks and wire transfers, and purchase orders which are not covered by this policy) including, but not limited to, contracts, equipment leases, deeds, bills of sale, and real estate leases. A contract can come in many different forms and may be called an agreement, license, letter of intent, invoice or order form, memorandum of understanding, grant application, or amendment.

3. **POLICY**

The UFF bylaws establish that the Chair, Vice Chair, Executive Vice President, and Associate Vice President are authorized to execute documents in the name of UFF. In addition, the Executive Vice President is authorized to delegate signing authority to other UFF officers or senior employees. Such delegated authority may not be further subdelegated.

**No UFF or ODAA staff members, other than the officers identified above, are authorized to execute any document binding UFF in any way (other than purchase orders as set out in policy 5.29), unless specifically authorized in writing by the Executive Vice President or the Board of Directors.**

The policies and procedures governing signature authority are designed to ensure the enforceability of agreements entered into on behalf of UFF and to protect the individual from personal liability. An employee who signs on behalf of UFF without the proper authority may be exposed to personal liability without the protection of the organization's insurance. Contract administration procedures are designed to ensure compliance with all legal requirements.

All documents must be reviewed by the Legal Department before being executed on behalf of UFF, in accordance with the [Procedure for Contract Negotiation and Review](#).

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to Director of Legal Services ([sgoffman@uff.ufl.edu](mailto:sgoffman@uff.ufl.edu)).

Approved Date: April 16, 2009



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Leslie D. Bram, Associate Vice President

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