

THE
UNIVERSITY
OF RHODE ISLAND
DIVISION OF
ADMINISTRATION
AND FINANCE



OFFICE OF THE VICE PRESIDENT

Carlotti Administration Building, Kingston, RI 02881 USA p: 401.874.2433 f: 401.874.2313 uri.edu/adminfinance

Christina L. Valentino
Vice President

TO: URI Community

FROM: Christina L. Valentino, Vice President
Administration and Finance

DATE: April 14, 2015

SUBJECT: Authorized Signatories



Please be advised that all procurement contracts and agreements entered into by the University of Rhode Island must first be reviewed by URI's General Counsel. Once an agreement or contract has been reviewed and found to be legally sufficient, General Counsel will provide it to an authorized agent of URI for signature. It is important that the terms of the agreement are clearly identified and that signature lines are complete and accurate.

The Signature Authorization Policy, including a list of individuals approved by the Board of Governors for Higher Education (now the Board of Education), can be found at: <http://web.uri.edu/adminfinance/> and also at the Office of Budget and Financial Planning website: <http://web.uri.edu/budget/>

An agreement or contract signed by an unauthorized individual will not be considered binding on the University of Rhode Island. It will be considered to be a personal agreement or contract binding on the person who signed it.

If you have any questions on the signature policy for contracts and agreements, please contact my office at 874-2433 or General Counsel at 874-4486.

Thank you for your attention to this important policy and for your continued cooperation.