



Campus Administrative Policy

Policy Title: Signature Authority

Policy Number: 2035 Functional Area: Finance

Effective: June 30, 2006
Date Last Amended/Reviewed: June 30, 2006
Date Scheduled for Review: July 1, 2013
Supersedes: Signature Authority, June 28, 2004

Approved by: Gregory V. Stiegmann,
Interim Chancellor, University of Colorado Denver

Prepared by: Associate Vice Chancellor for Administration and Finance
Reviewing Office: Executive Vice Chancellor for Administration and Finance
Responsible Officer: Executive Vice Chancellor for Administration and Finance

Applies to: CU Anschutz Medical Campus
CU Denver Campus
CU South Denver Location

A. INTRODUCTION

Laws of the Regents and System Administrative Policy specify which individuals on each campus have signature authority to execute legal document on behalf of the University.

B. POLICY STATEMENT

1. The Chancellor and the Chancellor’s designees are the only individuals authorized to sign legal documents that include but are not limited to: contracts, agreements, letter agreements, leases, personnel matters, memoranda of understanding, or any other type of document that legally obligates the University of Colorado Denver or the University of Colorado Anschutz Medical Campus to perform some type of action.

2. Any University employee, including but not limited to: deans, associate deans, chairs, directors, principal investigators, faculty, professional research assistants, professional exempt, unclassified, and classified staff or students are not authorized under any circumstances to sign legal documents on behalf of the University unless

the individual has been officially delegated signature authority by the Chancellor.

3. Unauthorized University employees who sign legal documents may become personally liable for the agreement and/or are subject to employment discipline.

C. PROCEDURES

1. All legal documents that require a University signature will be routed according to the business and legal review process as indicated in the [Contract Signature Matrix](#).
2. Contact the Finance Office or the campus Legal Office for legal documents not listed in the Contract Signature Matrix.

Notes

1. Dates of official enactment and amendments:
June 28, 2004: Adopted
June 30, 2006: Revised
February 14, 2019: Converted
2. History:
February 14, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. University Branding and links verified.
3. Initial Policy Effective Date: June 28, 2004
4. Cross References/Appendix:
 - [Laws of the Regents – Article 13: Business and Finance, Part C: Fiscal Authority and Responsibility of All Employees](#)
 - [Administrative Policy Statement 2005, Contracting Authority](#)