

What am I authorized to sign?

A very good question! The Chancellor has delegated signature authority to a handful of senior staff and faculty members. General Council's web-site offers a variety of resources to help determine who has authority for which documents.

Warning – signing a contract (UNCW or vendor form) may have serious personal ramifications for unauthorized signer. *Please, do not put yourself at risk.*

Signature Authority Chart – Lists the different contract types and authorized approvers. (Please note: the ** means only UNCW prepared and approved contracts may be executed; no vendor agreements)

<http://www.uncw.edu/generalcounsel/documents/TopicAreas7a2.rev2June2008.pdf>

Frequently Asked Questions – An excellent and concise introduction to contracts at UNCW. Essential reading before you begin.

<http://www.uncw.edu/generalcounsel/LTContractsFAQ.htm>

More information:

<http://www.uncw.edu/generalcounsel/LTContracts.htm>