

UNIVERSITY  
OF MIAMI



Origination 07/2018  
Last 06/2023  
Approved  
Effective 06/2023  
Last Revised 06/2023  
Next Review 06/2025

Owner Humberto  
Speziani: Assoc.  
VP, Business  
Services  
Area Business  
Services  
Applicability University of  
Miami System-  
Wide

## Delegation of Contracting Approval and Signature Authority

### I. PURPOSE:

The purpose of this policy is to establish an internal control environment where only employees with formally assigned or delegated signature authority are able to obligate the University with external parties to execute contracts, agreements and other instruments on behalf of the University.

### II. SCOPE:

This policy applies to all University contracts, agreements and other instruments. This policy does not address signature authority and approval authority with respect to faculty offer letters and other related documents.

### III. POLICY:

The President and Vice President and CFO, shall have the authority to execute contracts, agreements, purchase orders and other instruments, including sponsored programs, which obligate the University except for those matters which require approval of the Executive Committee of the Board of Trustees as set forth in the following paragraph:

Any annual contract, agreement or other instrument, except for those involving sponsored programs, which exceeds \$15,000,000 in full amount, or exceeds \$20,000,000 during the term of the agreement.

The Vice President and CFO, with the written authorization of the President, may delegate to other University persons, the authority vested in them to sign contracts binding the University, except for those matters which require approval of the Executive Committee of the Board of Trustees.

A list of individuals that have been delegated authority to sign University contracts, agreements and other instruments are set forth in Appendix A.

If an employee signs a contract which he or she is not authorized to sign, the employee will have acted outside the scope of his or her authority as an employee, and doing so may result in disciplinary action, up to and including dismissal.

## IV. DEFINITIONS:

**Signature Authority:** Permission delegated to individuals to sign instruments contracts, agreements, purchase orders and other instruments, including sponsored programs, which obligate the University.

**Contracts:** A contract is any legally enforceable agreement between two or more parties. A University contract is any agreement between the University (including any of its subunits such as Schools, Divisions, Departments, Centers, University employee, etc.) and another party, which is intended to have a legal effect, whether it is titled "contract" or an "agreement" or untitled. An agreement may be a binding contract even though one party provides something of value to the other party at no charge. A contract may involve a commitment of University funds, facilities, personnel, or other resources in the University's name, or it may be a commitment for the University to give up a right it otherwise may have. Examples of University contracts include, but are not limited to:

- Agreements for the purchase, lease or rental of goods or services;
- Nondisclosure or confidentiality agreements;
- Agreements which set the terms for gifts;
- Liability waivers;
- Releases;
- Letters of intent (LOI) or collaboration;
- Clinical service agreements;
- Athletic agreements;
- Settlements;
- Licenses;
- Memorandums of understanding (MOUs) or cooperation;
- Research agreements;
- Contracts with hotels or other facilities;
- Assignment of the right of a person, group or agency to use the University name, logo or resources;
- Student or faculty exchange program- agreement; or
- Agreements for the purchase or sale of goods or services.

## V. PROCEDURE:

See Appendix A.

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## Attachments

[Delegation of Contracting Approval and Signature Authority\\_June 2023\\_Appendix A\\_vF.pdf](#)

## Approval Signatures

Step Description	Approver	Date
B&F Policy Committee	Stephanie Linares: Asst. Director University Compliance Services	06/2023
	Brandon Gilliland: Vice President & Chief Financial Officer	06/2023
	Humberto Speziani: Assoc. VP, Business Services	06/2023
	Yanay Tabraue: Manager, Administrative Operations	06/2023

**APPENDIX A**  
**MEMORANDUM**

June 15, 2023

**TO:** Individuals with Signature Authority Listed Below

**FROM:** Brandon E. Gilliland  
Vice President and CFO

**RE:** Delegation of Contracting Approval and Signature Authority  
**Effective June 15, 2023**

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The Executive Committee of the Board of Trustees of the University of Miami adopted the following Resolution on May 31, 2023:

That the President and Vice President and CFO, shall have the authority to execute contracts, agreements, purchase orders and other instruments, including sponsored programs, which obligate the University except for those matters which require approval of the Executive Committee of the Board of Trustees as set forth in the following paragraph:

Any annual contract, agreement or other instrument, except for those involving sponsored programs, which exceeds \$15,000,000 in full amount, or exceeds \$20,000,000 during the term of the agreement.

The Vice President and CFO may, with the written authorization of the President, delegate to other University persons, the authority vested in them to sign contracts binding the University, except for those matters which require approval of the Executive Committee of the Board of Trustees.

That the President of the University and the Vice President and CFO are authorized to delegate to other University persons, the authority vested in them to execute grants and contracts documents for Sponsored Programs on behalf of the University.

The individuals listed below are hereby delegated authority to sign contracts binding the University, not to exceed the limits below, subject to the Contract Process Policy and all other related University policies and procedures, except those matters which require the approval of the Executive Committee of the Board of Trustees.

**The individuals listed below may not delegate signature authority.** Requests to delegate signature authority must be sent to the Vice President and CFO for approval.

<u>TITLE/NAME</u>	<u>AMOUNT</u>
Executive Vice President for Academic Affairs and Provost Jeffrey L. Duerk	(1)
Executive Vice President for University Operations and External Affairs & Chief of Staff Rudy Fernandez	(1)(17)
Vice President and Chief Financial Officer, UHealth Ray Coto <sup>(11)</sup> <sup>(13)</sup> <sup>(18)</sup>	\$10,000,000
Senior Vice President and General Counsel Aileen M. Ugalde <sup>(2)</sup>	\$3,500,000
Vice President, Facilities Operations & Planning Jessica Brumley <sup>(3)</sup>	\$2,000,000
Vice President, UHealth Supply Chain Keith J. Murphy <sup>(7)</sup> <sup>(11)</sup>	\$2,000,000
Vice President, UHealth Chief Information Officer David Reis <sup>(16)</sup>	\$2,000,000
Chief Ambulatory Officer Rafic Warwar <sup>(11)</sup>	\$2,000,000
Associate Vice President, UHealth Planning & Administration - Office of the CIO Kathy Stella <sup>(16)</sup>	\$1,000,000
Associate Vice President, UHealth Supply Chain Strategy and Value Analysis Nate Yuen <sup>(7)</sup> <sup>(11)</sup>	\$1,000,000
Vice Provost for Innovation Norma Sue Kenyon <sup>(4)</sup>	\$500,000
Vice President and Director of Athletics Dan Radakovich <sup>(3)</sup>	\$500,000
Sr. Deputy Athletic Director Jennifer Strawley <sup>(3)</sup>	\$500,000
Sr. Deputy Athletic Director Jason Layton <sup>(3)</sup>	\$500,000

Associate Vice President, Facilities Operations and Planning Alexander Mac Namara <sup>(3)</sup>	\$500,000
Associate Vice President, Business Services Humberto Speziani	\$500,000
Executive Director, Purchasing Susan Montes	\$500,000
Executive Director, UHealth Supply Chain Initiatives Amy Lopez-Welch <sup>(7)</sup> <sup>(11)</sup>	\$500,000
Executive Director, UHealth Supply Chain Value, Optimization and Data Insight Natalie Cabrera <sup>(7)</sup> <sup>(11)</sup>	\$500,000
Director, UHealth Privacy & Contract Administration Banesa Arencibia <sup>(7)</sup> <sup>(11)</sup>	\$500,000
Interim Vice President, UHealth Facilities Operations & Planning Robert Warren <sup>(11)</sup>	\$500,000
Senior Vice President for Student Affairs Pat Whitely <sup>(5)</sup>	\$250,000
Director, UHealth Supply Chain Purchasing Julia Scardigno <sup>(11)</sup>	\$100,000
Director, Purchasing Ignacio Calle	\$100,000
Director, Sourcing Maita Beguiristain	\$100,000
Director, Life Alliance Organ Recovery Agency (LAORA) Sam Salama <sup>(6)</sup>	\$100,000
Dean and University Librarian Charles Eckman <sup>(3)</sup>	\$100,000
Interim Director of Law Library Robin Schard <sup>(3)</sup>	\$100,000
Executive Director, Louis Calder Memorial Library (MSOM) and Associate Dean for Health Information Services Kimberly Loper <sup>(3)</sup>	\$100,000

Vice President, UHealth Revenue Cycle Keith Eggert <sup>(12)</sup>	\$75,000
Vice President of Enrollment Management John Haller <sup>(8)</sup>	\$25,000
Manager, UHealth Supply Chain Strategy and Optimization Lourdes de la Fuentes <sup>(11)</sup>	\$25,000
Manager, UHealth Value Analysis Maria Paula Gualdron <sup>(11)</sup> Velma Davis <sup>(11)</sup>	\$25,000
Executive Director, University Center and Shalala Student Activity Center Nicholas Rau <sup>(15)</sup>	\$15,000
Senior Vice President for Development and Alumni Relations Joshua Friedman	(9)
Executive Director, Estate & Gift Planning Kyle Paige	(10)
Director of the Office of Technology Transfer Whitney Hough	(14)

- (1) In the absence of the Vice President and CFO, he will designate the Executive Vice President for Academic Affairs and Provost, and/or the Executive Vice President for University Operations and External Affairs & Chief of Staff as the designee.
- (2) Law firm engagements and legal settlements.
- (3) These individuals only have authority to contract for specific commodities/services related to their specific area of responsibility, up to dollar amount designated.
- (4) U Innovation inter-institutional agreements, licensing agreements, options, assignments, confidentiality agreements (CDAs or NDAs), material transfer agreements (MTAs), and related power of attorney documents (POAs).
- (5) UM form contracts for Student Activities & Student Organizations.
- (6) Contracts related to LAORA/OPO, as approved through General Counsel.
- (7) Business Associate Agreements (BAAs).
- (8) Hotel and conference facility use contracts only.
- (9) Gift agreements as approved through General Counsel.
- (10) Bequests administration documents.

- (11) These individuals only have authority to contract for specific commodities/services related to their specific area of responsibility for UHealth funded contracts, up to dollar amount designated.
- (12) Settlement Agreements on Patient accounts.
- (13) Managed care contracts- Unlimited dollar amount.
- (14) U Innovation assignments, confidentiality agreements (CDAs or NDAs), material transfer agreements (MTAs) and related power of attorney documents (POAs).
- (15) UM form rental contracts & Facilities Use Agreement for Shalala Student Activity Center, University Center, the Rock and Foote Green.
- (16) These individuals only have authority to contract for UHealth software and/or hardware contracts and service agreements/statements of work for UHIT contractors.
- (17) Academy related Capital Projects for amounts approved by the Executive Committee of the Board of Trustees or Capital Projects approved in the fiscal year capital plan.
- (18) UHealth and Miller School of Medicine related Capital Projects for amounts approved by the Executive Committee of the Board of Trustees or Capital Projects approved in the fiscal year capital plan.

The following individuals are authorized to sign grant and contract documents pertaining to Sponsored Programs on behalf of the University of Miami:

Vice President and Chief Financial Officer  
Brandon E. Gilliland

Executive Vice President for Academic Affairs and Provost  
Jeffrey L. Duerk

Vice Provost for Research + Scholarship  
Erin Kobetz

Associate Vice President for Research Administration  
Laura Kozma

Executive Director of Research Administration  
Lionel Vera

Executive Director of Research Administration  
K. Brandon Strickland

Executive Director for Research Privacy  
Hilary Cox

Associate Director, Research Administration  
Holly Kasem-Beg



Director, Research Administration  
D. Stewart MacIntyre

The following officer's signature makes this Memorandum the official notification of contract authorization and signature authority levels outlined herein. This Memorandum is effective June 15, 2023 and will remain in effect until modified.



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Brandon E. Gilliland  
Vice President and Chief Financial Officer

6/15/2023

\_\_\_\_\_  
Date

cc: Julio Frenk, President  
Blanca Malagon, Vice President and Chief Audit and Compliance Officer  
Frances Davis, Secretary of the Board of Trustees and Associate Vice President for Strategic Communication