

**FI0420 Appendix D: Contract Signature Authority Request Form**

**To:** David Miller, CFO

**From:** Allen Bolton

**Date:** 2/29/24



**RE:** Signature authority request for Chelsea Inman

**Question 1:** Name of the person who will have contract signature authority if the CFO approves this request:

Name: Chelsea Inman

Title: Interim Director of Sponsored Program Contracts and Agreements

**Question 2:** State the types of contracts for which the person may sign if the CFO approves this request: Contracts and associated documents for sponsored projects by external sponsors:

-Contracts accepting UTK's obligation to perform a sponsored project (funded and non-funded)


-Material Transfer Agreements

-Teaming agreements with external organizations to pursue external funding opportunities

-Non-disclosure Agreements / Confidentiality Disclosure Agreements

**Note:** Contract signature authority granted by this memo (if approved) expires immediately if the UT employee named in this memo changes positions within UT, or when their employment ends, whichever is earlier.

CFO approval: \_\_\_\_\_



CC:

Tammie Cole

Blake Reagan