

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

**To:** David Miller, CFO

**From:** Paul Byrnes, Sr VC F&A

**Date:** 6/10/25

Initial  
PJB

**RE:** Signature authority request for Brad Briggs

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

**Name:** Brad Briggs

**Title:** Sr. Associate AD / CFO

**Question 2:** State the types of contracts for which the person may sign if the CFO approves this request:

1. Suite license agreements at Thompson-Boling Arena at Food City Center
2. Skybox license agreements at Neyland Stadium
3. Boat dock use agreements at Basler Boathouse
4. Athletics facilities lease agreements
5. Topgolf Knoxville agreements governed by the Master Service Agreement with UT
6. House Distribution Memorandum of Understanding leveraging the standard template when terms are less than \$250,000 in value.
7. House Distribution Agreement leveraging the standard template when terms are less than \$250,000 in value. The collective value of agreements must not exceed the annual awarded pool value. Athletics CFO will provide a quarterly report to the UTK Sr VC F&A for monitoring.

**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