

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

**To:** David Miller, CFO

**From:** Paul Byrnes, Sr Vice Chancellor F&A

**Date:** 5/30/25

Initial  
PJB

**RE:** Signature authority request for Sandra Chambers.

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

Name: Sandra Chambers

Title: Budget Director, Conferences & Event Services

**Question 2:** State the types of contracts for which the person may sign if the CFO approves this request: Authority to process and execute external use of campus facilities agreements, excluding Thompson Boling Arena, for the UT Conferences and Events Services Office. This authority is limited to agreements up to \$25,000.

**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