

**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 Erin Hotochin.

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

**Name:** Erin Hotochin

**Title:** Budget Director, College of Veterinary Medicine

**Question 2:** State the types of contracts for which the person may sign if the CFO approves this request: All institution authority contracts for the College of Veterinary Medicine.

**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