

FI0420 Appendix D: Contract Signature Authority Request Form

To: David Miller, CFO

From: Paul Byrnes, Sr Vice Chancellor F&A

Date: 1/2/2025

Initial
PJB

RE: Signature authority request for Missy Kitts

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

Name: Missy Kitts

Title: Budget Director, UT Extension

Question 2: State the types of contracts for which the person may sign if the CFO approves this request: All institution authority contracts for UT Extension.

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: _____

David Miller

CC:

Tammie Cole

Blake Reagan

Abbie Shellist