

**ARIZONA BOARD OF REGENTS  
POLICY MANUAL**

3-103      Signing of Documents on Behalf of the Board

Revision Dates

4/16/2026, 9/27/2018, 4/26/1996, 3/13/1992, 9/14/1990, 10/7/1983, 3/12/1983 (adopted; effective 5/1/1983)

- A. University officers designated by the president of the university, as certified to the executive director of the board, are authorized to execute contracts and other written instruments on behalf of the board. Such certification shall be reviewed annually by the universities, and updates shall be submitted to the executive director of the board when authorized signatories are revised. In addition, the president of the university may delegate their authority to execute contracts and other written instruments to appropriate university officials without certification to the executive director of the board in the following circumstances: (1) The value of the university's obligation under the contract or other written instrument is \$50,000 or less; and (2) the delegation of authority is warranted to improve efficiency and effectiveness of university operations and does not unduly expose the board or the university to financial loss.
- B. Officers of the board staff approved by the Board of Regents are authorized to execute and deliver on behalf of the board all instruments incidental, convenient, or necessary to the transaction of business between said board and the Department of Administration of the State of Arizona.
- C. The chair, secretary, or assistant secretary of the board, or the secretary to said board, is authorized to certify to depositories approved pursuant to Section 3-101 the following:
  - 1. A copy of the relevant board policies.
  - 2. A copy of board actions taken to implement the policies in Chapter III.
  - 3. A copy of the names and signatures of board or university officers or employees authorized to act.

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Policy History

- 3/12/1983      The Policy Manual was adopted by the Board to be effective 5/1/1983.
- 10/7/1983      Policy revision approved by the Board on second reading.
- 9/14/1990      Policy revision approved by the Board on second reading.

- 3/13/1992 Policy revision approved by the Board on second reading.
- 4/26/1996 Policy revision approved by the Board on second reading.
- 9/27/2018 Policy revised to reflect “Executive Director” of the Board in place of “President.”
- 4/16/2026 Policy revision approved by the Board on second reading.

Related Information