

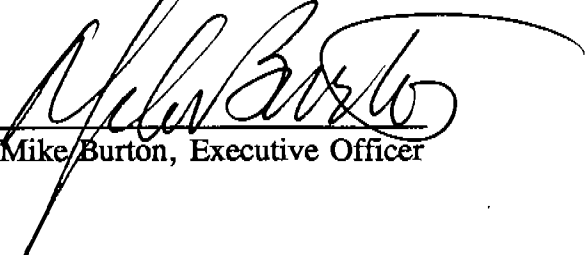
EXECUTIVE ORDER NO. 57

EFFECTIVE DATE: SEPTEMBER 7, 1995

SUBJECT: DELEGATION OF CONTRACT SIGNATURE AUTHORITY

Pursuant to Metro Code section 2.04.010(g), the executive officer is authorized to delegate in writing to department directors signature authority for contracts. With the reorganization and creation of the department of administrative services, and the abolishing of the office of the deputy executive officer, the formal limits on signature authority previously contained in the Code which limited department director signature authority to \$2,500 has been eliminated. Therefore, pursuant to Metro Code, the executive officer hereby authorizes all department directors to enter into public contracts and personal services contracts in an original amount not to exceed \$10,000. Authority to enter into contract amendments is limited to amendments authorized by the Metro Code and not in excess of \$10,000. One limitation on this delegation is that no contract originally entered into solely under the authority delegated to a department director may be amended or extended to increase the amount to be more than double the original amount of the contract without the express approval of the executive officer, in writing. All contract and amendment execution by department directors is limited to amounts contained in the authorized budget.

ORDERED by the Executive Officer this 7th day of Sept, 1995.


Mike Burton, Executive Officer



METRO

TO: Metro Councilors
Metro Auditor
Department Heads

FROM: Mike Burton
Executive Officer

DATE: September 11, 1995

RE: Delegation of Contract Signature Authority

Attached, please find Executive Order #57, regarding the Delegation of Contract Signature Authority.

Please share this Executive Order with your staff.

Attachment