

Memorandum

To: All Administrators, Faculty, and Staff
Norfolk State University

From: Carolyn W. Meyers, Ph.D.
President



Date: November 13, 2007

RE: Norfolk State University Authority

Please notify and/or remind both your colleagues and fellow employees within your unit and/or department that the only individuals authorized to encumber Norfolk State University via any mechanism including any contract, memorandum of agreement, or memorandum of understanding are the President and the Vice President for Finance and Business. The authorizing officer for all research grants and contracts is the Vice President for Research and Technology. Other than the Board of Visitors of NSU, the President is the only person empowered to delegate the Authority to the Act. There are no exceptions to the statutory requirement and policy.

C: Bobby N. Vassar, Rector
Norfolk State University Board of Visitors