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STATE OF COLORADO

EXECUTIVE CHAMBERS

136 State Capitol
Denver, Colorado 80203-1792
Phone (303) 866-2471



Roy Romer
Governor

E X E C U T I V E O R D E R

AUTHORITY TO SIGN CONTRACTS, DEEDS, LEASES,
EASEMENTS, RIGHTS-OF-WAY, RELEASES, AND
SETTLEMENT AGREEMENTS AND RESPONSIBILITY FOR THEM

- WHEREAS under executive order dated April 7, 1978, the executive directors or heads of the principal departments ("executive directors") have been authorized to sign contracts, deeds, leases, releases and settlement agreements, (all such documents referred to collectively hereinafter as "legal instruments");
- WHEREAS, the executive directors have had and should have the responsibility for assuring that those legal instruments comply with all applicable laws;
- WHEREAS, I wish at this time to reaffirm the authority and responsibility of the executive directors of the principal departments; and
- WHEREAS, the continued cooperation in these matters between the Controller, the Department of Administration, and the Attorney General is essential;

NOW, THEREFORE, I, Roy Romer, Governor of the State of Colorado, by the authority vested in me under the Constitution and Laws of the State of Colorado, do hereby order and direct the following:

1. The executive director of each department of state government shall have the authority to sign legal instruments relating to the business of the respective department;
2. Prior to signing any legal instrument, the executive director of each department shall assure that the legal instrument conforms to all applicable laws;

3. All legal instruments shall be signed as follows:

State of Colorado
Roy Romer, Governor

By: (signature of department head)
(Typewritten name)
Executive Director of the
Department of _____

4. The executive director of each department is authorized to redelegate authority to sign legal instruments to subordinates within respective departments, and if so, the subordinate shall sign in that capacity after proper notice to the Controller. The executive director shall have the ultimate responsibility for any legal instrument signed by any subordinates within the department;
5. All legal instruments shall be processed in accord with procedures set forth in the fiscal rules. All executive directors are required to make themselves thoroughly familiar with those rules and assure that all necessary approvals and clearances are obtained. The executive directors shall disseminate within their departments instructions, directives, policies and guidance concerning processing any legal instrument;
6. The executive directors shall review all departmental contracting and real estate procedures at regular intervals and make recommendations for statewide standard procedures for contracting for goods, services and real estate;
7. All executive directors and the Controller shall work toward the improvement of contract and real estate document formulation and processing for the State.



GIVEN under my hand and the
Executive Seal of the State of
Colorado this 30 day of
October, 1991.

A handwritten signature in cursive script that reads "Roy Romer".

Roy Romer
Governor