



**Alcorn**  
State University

## MEMO

October 1, 2019

**TO:** The Alcorn State University Community

**FR:** Felecia M. Naye   
President

**RE:** **Presidential Approval of Documents**

In order for documents to be processed in a timely manner, all documents requiring Presidential approval **must be submitted 30 days prior to execution date**. If the 30 day requirement cannot be met, a letter of justification must be provided.

Also, only the President has authorization to sign contracts binding the university, unless otherwise approved by me.

If you have questions, please let me know.

FMN:krs