

C-14

CONTRACT SIGNING CHECKLIST

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Contract Description: _____

The attached contract involves (check one):

- The Roman Catholic Archbishop of San Francisco, a Corporation Sole (RCA).
- The Roman Catholic Seminary of San Francisco (SEM).

The contract was reviewed by Legal on ___/___/____.

Initial

The contract is (check one):

- Level I**
[Contract of \$50,000 or less and/or agreement (e.g. lease) of one year or less in duration - Any Attorney-in-Fact can sign if contract involves RCA and any two officers if contract involves SEM.]

- Level II***
[Contract in \$50,001 - \$100,000 range and/or agreement of one year and one day to three years in duration – Any Attorney-in-Fact can sign if written “okay” from a second Attorney-in-Fact (or Legal Counsel if other attorney-in-fact unavailable) if contract involves RCA and two officers (one of whom must be the President, Vice President, or Secretary) if contract involves SEM.]

- Level III***
[Contract of more than \$100,000 and/or more than three years in duration. The Archbishop must personally have given “green light” (oral or written) to proceed along parameters referenced in contract. If so contract can be signed by an Attorney-in-Fact if contract involves RCA. If contract involves SEM then two officers (one of whom must be the President, Vice President, or Secretary, and if one is not President, then Legal Counsel must okay.)

*The Archbishop is to receive a copy of all Level II and III contracts that have been signed.

- This document is initialed below (where applicable) indicating prior review and approval by other Attorney-in-Fact.**

(In case of Level III, initial also indicates Archbishop gave “green light”).

Note: In the case of SEM a signature on the contract will show that the requisite approval by the other officer has been obtained.

Initial

If other Attorney-in-Fact is unavailable for the above initial, then the first Attorney-in-Fact should initial below to indicate that oral approval was given to him by the other Attorney-in-Fact.

Initial

Review Date: ___/___/____