

**December 1, 2001**

**EXECUTIVE INSTRUCTION NO. 2 (Revised 12-01-09)**

**SUBJECT: Signature Authority**

1.) The signature authority of the City of Albuquerque is vested in the Mayor as the Chief Executive of the City, unless otherwise delegated.

2.) Signature authority for the City of Albuquerque is herewith delegated to the Chief Administrative Officer, unless specifically reserved to the Mayor by statute, ordinance or regulation.

3.) In the absence of a Chief Administrative Officer, the Mayor may appoint an acting Chief Administrative Officer. All signature authority delegated to the Chief Administrative Officer is vested in the acting Chief Administrative Officer.

4.) The Chief Administrative Officer may delegate vested signature authority by administrative directive or instruction.

Richard J. Berry

Mayor

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Date

