

**MEMORANDUM**

**To:** Council of Academic Officers (CAO)  
**From:** Provost  
**RE:** Use of SAI 360 for Provost Signature Requests  
**Date:** January 4, 2024

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This Memorandum serves as an update on obtaining the Provost's signature.

Effective immediately, University of Louisville documents requiring the signature of the Provost must be submitted for processing via the Office of University Counsel's SAI 360 (360) contract management system. Once all internal reviews, including legal (as appropriate), and approvals have been secured, the Provost will sign via the system.

This system acts as a signature workflow and document archive, therefore both legal and non-legal documents that require Provost signature are required to be submitted through 360. For example, authorization for travel, letters of support, accreditation reports, student placements, MOAs, agreements for services, etc., all must be processed through 360. For questions as to whether an agreement should be processed through 360 or another system, please contact Tina Hembree, Director of Contracts ([tina.hembree@louisville.edu](mailto:tina.hembree@louisville.edu)). Due to the volume of provost signature requests, please ensure documents are submitted no later than two weeks prior to a deadline.

If your unit or department does not yet have access to 360, please work with Tina Hembree to ensure timely compliance.

Please distribute this Memorandum to the appropriate personnel within your units.

Gerry Bradley  
Interim University Provost

cc: Rebecca Stahl, AVP & Deputy Counsel for Administration & HSC Legal Affairs  
Tina Hembree, Director of Contracts