



## Delegation of Authority FAQs

**1. Are the purchase and sale limits applied to each individual contract, or do they apply to the entire year?**

The purchase and sale limits are applied to each individual contract. Any contract with a purchase or sale price exceeding the specified limits must be processed through the Procurement department.

**2. Can signature authority be sub-delegated?**

No, signature authority cannot be sub-delegated. Only the delegated individuals named in the delegation document hold this authority, and they cannot transfer or assign it to others. If there is an operational need for additional delegations of signature authority not specified in the Delegation of Authority document, please contact Gabby Dralle at [dralleg@uww.edu](mailto:dralleg@uww.edu) or Thomas Lisowski at [lisowskt@uww.edu](mailto:lisowskt@uww.edu) in the Office of the Chancellor.

**3. Can designated authority be sub-delegated?**

Yes, designated authority can be sub-designated. However, any sub-designation must be documented in writing and must receive approval from the appropriate Vice Chancellor responsible for overseeing the relevant department. This ensures that the appropriate checks and balances are maintained while supporting operational efficiencies.

**4. Who determines the individuals granted signature and designated authority?**

The individuals granted signature and designated authority are specified by position titles within the document. These positions are determined based on the operational needs of the University and its departments. The Vice Chancellors play a key role in overseeing and approving the authority allocations for their respective departments.

## **5. How long does a delegation of authority remain in effect?**

Delegations of authority are reviewed and updated annually and remain in effect unless revoked or modified by UW-Whitewater leadership. If there are changes in your position title, responsibilities, or departmental staffing (due to new hires or employee departures), the delegation may need to be updated. To request such changes, please contact Gabby Dralle at [dralleg@uww.edu](mailto:dralleg@uww.edu) or Thomas Lisowski at [lisowskt@uww.edu](mailto:lisowskt@uww.edu) in the Office of the Chancellor.

## **6. What should I do if I'm unsure whether I have the proper authority for a decision or action?**

If you are uncertain whether you have the necessary authority, it is best to seek guidance from your supervisor, department head, or the Vice Chancellor overseeing your area. They can clarify your scope of authority and advise on the proper procedures.

## **7. What happens if I sign a contract without the proper delegation of signature authority?**

Any contract which purports to create a binding legal or financial obligation upon the university will require an official university signature to be valid. A document that is signed outside of proper signature authority may not be legally binding. Further, an employee who signs a document without authority to do so could be personally liable for any damage incurred as a result. If there is any doubt as to whether a contract or other form might require an official university signature, contact Gabby Dralle at [dralleg@uww.edu](mailto:dralleg@uww.edu) or Thomas Lisowski at [lisowskt@uww.edu](mailto:lisowskt@uww.edu) in the Office of the Chancellor.

**Note:** Please refer to the full "Delegation of Authority" document for more detailed information. This FAQ is intended to supplement the primary document and provide a general understanding of the delegation process.