



## Delegation of Authority Practice Directive

<b>Division:</b> Administrative Affairs
<b>Department:</b> Administrative Affairs
<b>Contact Information:</b> Vice Chancellor of Administrative Affairs / Grace Crickette / (262) 472-1922 / cricketg@uww.edu
<b>Effective Date:</b> July 1, 2018
<b>Revised Date:</b>

### Authority:

Regent Policy Document(s): [Regent Policy Document 6-3 \(formerly 87-15\): Delegation of Authority to President Personnel Actions](#) , [Regent Policy Document 13-1 \(formerly 72-2\): General Contract Approval, Signature, Authority, and Reporting](#) , [Regent Policy Document 13-2 \(formerly 93-1\): Real Property Contracts: Signature Authority and Approval](#) , [Regent Policy Document 13-5: Capital Projects Solely Managed by the UW System: Approval and Signature Authority](#)

State Policy Document(s): [State Procurement Manual No. PRO-A-3 DOA-3449 N\(R06/94\) Formerly AD-P-12](#)

Wisconsin State Legislature: [Wisconsin Statute 16.71\(1\): Purchasing; powers](#) , [Wisconsin Statute 16.71\(4\)](#) , [Wisconsin Statute 36.11\(55m\): Powers and duties of the board of regents – Classified Research](#) , [Wisconsin Statute 946.13: Private interest in public contract prohibited](#)

### Objective:

The purpose of this Practice Directive is to ensure compliance with state statutes, system policies, and campus procedures that require delegation of authority and to further clarify the position title given authority and their monetary restrictions.

### Statement:

The Delegation of Authority Chart, and accompanying Delegation of Authority Letters, serves as a visual aid in identifying the positions on campus that can sign for grants, contracts, and other similar documents. If a particular position is not listed on this chart, then that position does not have delegated authority. Receiving a delegation of authority does not grant the authority to delegate. If additional delegations are needed then a request must be made to, and approved by, the Vice Chancellor of Administrative Affairs.

For purposes of this Practice Directive, a “Contract” is defined as “a document with terms and conditions”. Examples of this include, but are not limited to: Memorandums of Understanding, Memorandums of

Agreement, Affiliation Agreements, Purchase Orders, etc. Any contract that requires adherence to terms or conditions that one of the two parties must fulfill (whether or not the contract is monetary in nature) then it requires approval from a position on campus with the appropriate delegated authority to execute. See our [Contract Management Practice Directive and Procedure](#) for additional information.

Furthermore, the Delegation of Authority Chart provides a transparent framework for compliance-related monitoring and tracking.

Delegation of Authority Letters must be on file with the Vice Chancellor of Administrative Affairs. If the letter is not on file then the delegation is not in effect. Delegation of Authority will be reviewed annually.

**Procedures:**

[Delegation of Authority Procedure](#)

[Delegation of Authority Chart](#)

[Delegation of Authority Letters](#)

[Contract Management Practice Directive](#)

[Contract Management Procedure](#)

**Searchable Words:**

Delegation of Authority, Authority to Sign, Contracts, Contract Management, Grants, Proposals, Monetary Limitations, Position Authority.