

PURCHASING DOCUMENTS - SIGNATURE AUTHORITY FLOW CHART

REVISION 0. JULY 8, 2024

University Policy 3-004: All Official Documents shall be signed by a University Officer, an Authorized Alternate (via written delegation), or as otherwise permitted by University Policy. Any other necessary approvals (e.g., department chair, dean, or director) should be secured before routing an Official Document for signature.

Official Documents: Obligate the University to act, engage, consent, perform, or pay

Examples of Purchasing documents considered Official Documents:

- Vendor agreements (e.g., quotes, Governmental Entity Addendum (GEA), Master Services Agreement (MSA), Terms and Conditions, Amendments, Addendums, Conference/hotel events, licenses, bartending/catering)
- Independent Contractor Agreements (ICA)
- Short Term Services Agreement (STSA)
- Guest Lecturer Agreement

University Officer: An individual holding an executive level position at the University (typically a member of President's Cabinet). University Officers are authorized to sign Official Documents that pertain to their respective area of authority.

Written Delegations – The University Officer may delegate their signatory authority to another in a written delegation.

- **OGC** – utilize OGC-provided template to document delegations.
- **Delegation** is direct to a role by a University Officer (subsequent delegation is not permitted).
- **Delegation documentation must be routed to Vice President for Administrative Services.**
- Delegation of authority is as follows:
 - < \$50k: Authorized signatories per written delegation by University Officer
 - ≥ \$50k: University Officer as listed per Vice Presidential Area or authorized alternate within Officer's area

< \$50k



Signatory:

Delegation by University Officer

≥ \$50k



Signatory (University Officer, per specified area) or authorized alternate within the University Officer area:

- Office of the President
- SVP: Health Sciences, Academic Affairs
- VP: Administrative Services, Research/UURF, Institutional Advancement, Student Affairs, Technology Licensing Office, General Counsel, Government Relations
- Chair: Board of Trustees
- Chief Information Officer
- Human Resources Officer
- Director: Athletics

OFFICIAL DOCUMENT REVIEW FLOWCHART

- **Health Sciences Core Facilities** – required to review large equipment purchases >\$100k.
- **Health Sciences Departments** – Archer required for contracts \geq \$50k, <https://archer.utah.edu/apps/ArcherApp/Home.aspx>
- **Health Sciences Departments:** Dean’s Office approval of transactions required (e.g., recruitment, alcohol)
- **Intervention Required (any \$\$\$ amount) ***: confidential info, event services, financial assets, food handling, foreign entities, hazardous materials, healthcare, increased liability risk, information sharing or storage, minors, Personal Health Information (PHI), Personal Identifiable Information (PII), rental of U of U space, safety issues, security services, software, sub-contractors, transportation, travel, trial use, recruiting/staffing, etc.
- **Agreement and Contract Repository:** All executed agreements with a contract value over the Small Procurement Threshold (SPT) shall be forwarded to Procurement for inclusion in appropriate repository
- **Software – Enterprise (4-050A)** – any integration or multi-departmental use – signatories: Dean and U CIO (any amount)
- **Software – University (4-050B)** – should be handled according to signature authority policy 3-004
- **Software Purchase Workflow:** (<https://regulations.utah.edu/it/4-050.php>)
- * Additional reviews may be required, such as **Office of General Counsel, Risk Management, UIT, Information Privacy Administrator, etc.,** for documents containing any of the listed categories of potential high risk.

