



CEE Department Procedure

Delegation of Authority- Signature Delegation

Subject

Document Civil & Environmental Engineering's procedures for delegation of authority for fiscal/expenditure activity, in compliance with University of Washington policies- specifically [Grants Information Memorandum 2 \(GIM 2\)](#).

Persons Affected

Faculty and Principal Investigators (PIs)

Chair and Administrator

Research Staff

Fiscal Office Staff

Overview

The UW has set minimum standards whereby a Principal Investigator (PI) may appropriately delegate the authority to conduct some fiscal procedures, such as purchasing and approving the purchase of goods and/or services, to support a particular activity. University policy, with regards to sponsored project funding, is found in Grants Information Memorandum 2 (GIM 2).

Procedure

Each Faculty/Principal Investigator (PI) will have a documented delegation of authority memo on file. The memo will list names of all individuals authorized to conduct some fiscal procedures on behalf of the faculty member. At the discretion of the PI, delegation can be limited by budget and dollar amount, as well as by type of fiscal procedure.

Faculty/PIs are responsible for communicating changes to delegations of authority. There will be an annual review of delegation of authority.

The individual to which the signature authority is delegated should have direct knowledge of the needs of the project/budget, i.e., how a specific purchase benefits or is needed by the project/budget, or have written instructions from someone who does have such knowledge.

Faculty/PIs may not delegate signature authority for the following:

- Faculty Effort Certification (FEC)
- Grant and Contract Certification (GCCR) Report
- Field Advances

Delegation of authority is generally applicable to the following:

- Initiating or approving the acquisition of goods and services
- Approving invoices or receiving reports
- Approving reimbursement requests
- Expenditures Transfers to or from authorized budget(s)

Process

Administrator or designee will work with each Faculty/PI to complete a delegation of authority memo. Delegations of authority and changes can be completed through a signed memo, or through email using the provided template.

An electronic copy of the Delegation of Authority memo will be stored in CEE Administration files. There will be an annual review of delegations of authority.



CIVIL & ENVIRONMENTAL ENGINEERING

UNIVERSITY of WASHINGTON

EXAMPLE

Delegation of Authority Memo

To: Ted Hanson, CEE Administrator

From: Jane Doe

Re: Delegation of Authority

This memo represents authorization for the following personnel to conduct some fiscal procedures on my behalf, as outlined below, and consistent with criteria indicated in Grants Information Memorandum 2.

Name/Title	Action(s) See Notes Below	Budget	\$ Limit
		U=Unlimited	
Laura Lowes, CEE Chair	All	U	U
Ted Hanson, CEE Administrator	All	U	U
Chris Jones, Research Scientist	All	61-0142	\$ 2,500
Alex Johnson, Post doc	2d	U	U

Actions(s):

1. Buy – general actions are indicated below
 - a. Authorized to initiate purchase from campus units (e.g. cost centers)
 - b. Authorized to initiate purchase of goods/services with outside vendors (typically through ProCard, Purchase Orders, or eProcurement)
 - c. Other _____
2. Approve – general actions are indicated below
 - a. Authorized to approve invoices and receiving reports
 - b. Authorized to approve reimbursement requests
 - c. Authorized to transfer expenditures to or from authorized budget(s)
 - d. Other timesheets

Budget/\$ Limit: List specific budget and per transaction dollar limit or "U" for all budgets/unlimited

Notes:

- The individual to which the signature authority is delegated should have direct knowledge of the needs of the project/budget, i.e., how a specific purchase benefits or is needed by the project/budget, or have written instructions from someone who does have such knowledge.
- Faculty/PIs may not delegate signature authority for FECs, GCCRs, or Field Advances.

Jane Doe 2/12/18
 Faculty/Principal Investigator Signature & Date