

## **Delegation of Authority**

Updated: 9/2/2020

### **Purpose**

To ensure that all employees understand which specific University employees have been delegated authority by the President to sign specific contracts and agreements on behalf of the University.

### **Policy**

In accordance with Regents' Rules (Rule 10501, 30202, 60101, 80106, 80403, 80404 and 90101) specific individuals are delegated authority by the President of the University to contractually bind the University. Individual employees are not authorized to sign contracts, purchase agreements, etc. on behalf of the University.

### **Procedures**

- To determine who on campus has been delegated authority to sign specific types of documents on behalf of the University, check the information on the Vice President for Business Affairs (VPBA) web site at: <https://www.utep.edu/vpba/doing-business/business-resources/delegation-of-authority.html> or by contacting the Office of the VPBA.
- Route document through your department for recommendation of approval.
- Forward document to the appropriate signatory.

### **Applicability**

This policy applies to all departments.

### **Responsible Party**

Office of the Vice President for Business Affairs