



THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

SECTION:	General University Policies and Procedures	Number:	601.24
SUBJECT:	Delegation of Authority to Bind the University to External Agreements on Business and Financial Matters	Revised:	
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		Review Date:	1/01/2008
		Attachments:	0
APPLIES TO:	All Departments and Units of the University		
ISSUED BY:	Executive Vice President and Chief Financial Officer		

Overview

Delegation of authority represents the legal power to act in the name of the Regents of the University of Michigan or to bind the University of Michigan to an obligation or promise. This authority derives from the general power given the Regents and the President within the Michigan Constitution of 1963 and within the implementing statutes. The particular authority exercised by University personnel is found within Regents Bylaws, Regents Action and sub-delegations by Regents authorized personnel.

Signing an agreement is the most common way delegated authority is exercised. A written contract signed by all parties is an obvious example. Clicking on "OK" before ordering a book from an online bookstore or registering for a seminar are examples of exercise of delegated authority without a formal signature.

The table titled "Delegations of Authority for Business Transactions with External Organizations" ("Table 1") details the authority to bind the University for business and financial matters as delegated by the Executive Vice President and Chief Financial Officer to other University of Michigan employees. Table 1 can be accessed at: <http://www.umich.edu/web/eforcubff.html>

The table titled "Authority Obtained from Statutes, Rules or Bylaws to Bind University" ("Table 2") details the authority to bind that is derived from other authority sources, such as Regents Bylaws, Regents Action Items or Resolutions, or other statutorily authorized delegations. Table 2 can be accessed at: <http://www.umich.edu/web/eforcubff.html>

The University is not bound by and does not recognize as binding any promise or obligation made by an unauthorized person. Those signing external agreements or attempting to bind the University in any other means without first obtaining authority should take note that he or she, personally, may become subject to legal action and may also be subject to University disciplinary action up to and including termination.

General Purposes

The purposes of this Standard Practice Guide are to standardize the signature and authority delegation process, define the explicit and implied expectations the University assumes the signer (or binding individual) has fulfilled and make publicly, easily available a means to determine who has the authority to obligate the University for a particular transaction or promise

Umich Standard Practice Guide

Mark Steyvers



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