

Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24

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Table 1 – U-M Business and Finance Authority Delegations SPG 601.24

This table, through Standard Practice Guide (SPG) 601.24, grants authority to sign documents or bind the University to an agreement of the types described in the Table below to those persons holding the applicable University of Michigan positions identified in the Table (whether permanently or on an interim or acting basis). Sub-delegation of the authorities contained in this Table is not permitted unless expressly indicated in the Table, and must be made in writing and in accordance with Part IV of SPG 601.24.

IMPORTANT INFORMATION FOR THOSE EXERCISING AUTHORITY: Any attempt to bind the University in a way that is contrary to SPG 601.24 will be treated as an unauthorized activity for which you may be held personally liable. For more information, see Part II of SPG 601.24, which summarizes the specific obligations of those exercising authority under this Table.

IMPORTANT INFORMATION FOR OUTSIDE ENTITIES: If you are engaging with the University on a business or finance matter, you must ensure that you are dealing with someone who is appropriately authorized. If a person is purporting to negotiate with you on behalf of the University who is neither delegated authority through this Table nor able to provide written evidence of a sub-delegation made to them personally, you should cease negotiating with that person and, if appropriate, call the University Compliance Hotline (<http://compliancehotline.umich.edu/> or call 1-888-990-0111.)

All Agreements should be forwarded to Procurement Services for storage in a central contract repository

Requests to change the authorities delegated in this Table should be directed to the Associate Vice President for Finance.

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Administration				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Vice President for Global Communications & Strategic Initiatives	Delegated by EVPCFO under Regent Bylaws 2.05 and 3.07	All routine licensing filings required for WUOM, WVGR, and WFUM-FM.		No
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07 and Regent Action on May 15, 1992	Liquor license documents as may be required for application, renewal or certifications.		Yes
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Governmentally required injury incident reports.		Yes
Donald R. Shepherd Director of Intercollegiate Athletics	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations)	Solicitations at Athletic Campus buildings and grounds.	No authority where occupancy by non-athletic department UM entities.	Yes
Director of Public Safety and Security	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations) through AVPFO	Grant permission for sales and solicitations in the absence of Associate Vice President for Facilities and Operations.	Does not include North Campus Commons or Central Campus Diag for student activities matters.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Administration, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Conferences and Marketing Director (Housing)	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Food, lodging, space, facilities and equipment rental agreements for conferences and camps.	Must use form of contract approved by AVPF or modifications of it approved by the Office of General Counsel.	No
Director of University of Michigan Press	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Author-publisher agreements for U-M Press with author advances up to \$5,000.	Must be consistent with form of contract approved by the Office of General Counsel.	No
Director of the Institute for Continuing Legal Education	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Author and consulting editor agreements for ICLE up to \$5,000.	Must be consistent with form of contract approved by the Office of General Counsel.	No
Director of Museum of Art	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Loan of art valued at \$2 million or less.	Must use form contract approved by AVPF and for all art valued at over \$150,000 must adhere to Risk Management requirements.	No
Director of Museum of Art	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Borrowing of art valued at \$5 million or less.	Must be consistent with form of contract approved by the Office of General Counsel and for all art valued at over \$150,000 must adhere to Risk Management requirements.	No

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Athletics				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Donald R. Shepherd Director of Intercollegiate Athletics	Delegated by EVPCFO under Regent Bylaws 3.07	All documents as may be required to conduct standard operations of the athletic department, including game contracts, facility rentals, licenses and agency agreements with \$100,000 or less in value.	Must use form contracts as approved by the Office of General Counsel for recurring situations. Any substantive changes from previously approved agreements requires consultation with the Office of General Counsel and approval of Procurement Services.	Yes
Donald R. Shepherd Director of Intercollegiate Athletics	Delegated by EVPCFO under Regent Bylaws 3.07	Game contracts with value of \$100,000 or more up to 3 years in duration.	Must consult with Procurement Services and the Office of General Counsel on substantive changes from prior agreements.	No
Donald R. Shepherd Director of Intercollegiate Athletics	Delegated by EVPCFO under Regent Bylaws 3.07	Agreements for use of suites at Michigan Stadium.	Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	No
Chief Marketing Officer (Athletics)	Delegated by EVPCFO under Regent Bylaws 3.07 through Dir. Athletics	License agreements and Sponsorship agreements in connection with trademark use and athletic department promotion and merchandising activities with value up to \$100,000 and up to 3 years in duration.	All contract forms require consultation with the Office of General Counsel and approval by Procurement Services prior to use.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Athletics, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of Licensing	Delegated by EVPCFO under Regent Bylaws 3.07 through Dir. Athletics	License agreements and Sponsorship agreements in connection with trademark use and athletic department promotion and merchandising activities with value up to \$100,000 and up to 3 years in duration.	All contract forms require consultation with the Office of General Counsel and approval by Procurement Services prior to use.	No
Senior Associate Athletic Director/Senior Womens' Administrator	Delegated by EVPCFO under Regent Bylaws 3.07 through Dir. Athletics	Game and athletic event contracts under \$50,000 total value and up to 3 years in duration.	All contract forms require consultation with Office of General Counsel and approval by Procurement Services prior to use.	No
Associate Athletic Director – Facilities & Game Operations	Delegated by EVPCFO under Regent Bylaws 3.07 through Dir. Athletics	Athletic facility rental contracts under \$20,000 total value and up to 3 years in duration.	All contract forms require consultation with Office of General Counsel and approval by Procurement Services prior to use.	Yes
Director of Operations and Event Management	Delegated by EVPCFO under Regent Bylaws 3.07 through Dir. Athletics	Athletic facility rental contracts under \$250,000 total value and up to 3 years in duration.	All contract forms require consultation with Office of General Counsel and approval by Procurement Services prior to use.	No
Building Facilities Manager	Delegated by EVPCFO under Regent Bylaws 3.07 through Dir. Athletics	Athletic facility rental contracts under \$20,000 total value and up to 3 years in duration.	All contract forms require consultation with Office of General Counsel and approval by Procurement Services prior to use.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Construction				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Construction contracts and all documents required for implementation for construction projects up to \$1 million.	Operational requirements mandated.	Yes
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Routine applications, requests for review and related documents which are executed with or for third parties and are necessary for construction projects to proceed and/or campus master planning efforts.	Does not include easements, licenses, rights of way or other similar documents affecting real property.	Yes
Executive Director for Architecture, Engineering and Construction	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Construction contracts and notices to proceed for construction projects with construction costs up to \$750,000.	Contracts for projects only if Office of General Counsel reviewed and approved the contract.	No, except to Ass't Dir. of AEC Business Office when physically absent from University for an extended period of time.
Executive Director for Architecture, Engineering and Construction	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Change orders or change directives for construction projects with construction costs up to \$750,000.		Yes, for changes up to \$250,000. For changes greater than \$250,000 up to \$750,000, sub-delegation to Ass't Dir. of AEC Business Office permitted only when physically absent from University for an extended period of time.

**Table 1 – U-M Business and Finance Authority Delegations
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Construction, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Executive Director for Architecture, Engineering and Construction	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Change orders or change directives for construction up to \$1,000,000.	Only if EVPCFO or AVPFO previously approved change.	No, except to Ass't Dir. of AEC Business Office when physically absent from University for an extended period of time.
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Professional services up to \$100,000 for construction projects.		Yes
Executive Director for Architecture, Engineering and Construction	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Professional services up to \$100,000 for construction projects.		Yes, up to \$50,000.
Executive Director for Architecture, Engineering and Construction	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Routine applications, requests for review and related documents which are executed with or for third parties and are necessary for construction projects to proceed and/or campus master planning efforts.	Does not include easements, licenses, rights of way or other similar documents affecting real property.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Environmental				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Commitments to environmental health and safety programs for governmental or corporate research grants.		Yes
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Routine documents related to inquiries, reports, and notifications on operations or federal, state, and local compliance matters concerning: Occupational and community health and safety, environmental activities, public health issues, and use of radioactive materials or equipment capable of producing radiation.		Yes
Executive Director of Occupational Safety & Environmental Health	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Routine documents related to inquiries, reports, and notifications on operations or federal, state, and local compliance matters concerning: Occupational and community health and safety, environmental activities, public health issues, and use of radioactive materials or equipment capable of producing radiation.		Yes
Executive Director of Occupational Safety & Environmental Health	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Commitments to environmental health and safety programs for governmental or corporate research grants.		Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Environmental, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.01	Commit funds for decommissions activities for NRC-issued licensed UM Facilities.		Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Financial & Fiscal Management				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.01	Legal counsel and initiate legal proceedings to conserve University assets.	After consultation with Office of General Counsel.	Yes
Executive Director of University of Michigan Hospitals & Health Centers	Delegated by EVPCFO under Regent Bylaw 3.01	Legal counsel and initiate legal proceedings to recover delinquent patient accounts receivable.	After consultation with Office of General Counsel.	Yes
Director of Financial Operations & Controller	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Assignment of promissory notes issued to students for student loans.		Yes
Director of Financial Operations & Controller	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Tax information and returns for University charitable remainder trusts and donor pooled income fund.		Yes
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	Assignment of promissory notes issued to students for student loans.		Yes
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	Tax information and returns for University charitable remainder trusts and donor pooled income fund.		Yes
Director of Financial Operations & Controller	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Collection Agency agreements.		Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Financial & Fiscal Management, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	Collection Agency agreements.		Yes
Treasurer	Delegated by EVPCFO through AVPF	Use of Mcard trademark and trade-name.	Restricted to Mcard participating merchants.	Yes
Associate Vice President for Finance	Delegated by EVPCFO	Use of Mcard trademark and trade-name.	Restricted to Mcard participating merchants.	Yes
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.01	Commit funds for decommissioning activities for NRC-issued licensed UM Facilities		Yes
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.01	Open, close, certify and manage depository and disbursement accounts in Regents name.	Operational requirements mandated.	No
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF	Open, close, certify and manage depository and disbursement accounts in Regents name.	Operational requirements mandated.	No
Associate Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF and through Treasurer	Close, certify and manage depository and disbursement accounts in Regents name.	Operational requirements mandated.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Financial & Fiscal Management, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.01	Contract for and manage treasury management services.		No
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF	Contract for and manage treasury management services.		No
Associate Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF and through Treasurer	Manage treasury management services.		No
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.01	Authorize and/or sign documents allowing payment of money drawn upon University depository and disbursement accounts.		No
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF	Authorize and/or sign documents allowing payment of money drawn upon University depository and disbursement accounts.		No
Associate Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF and through Treasurer	Authorize and/or sign documents allowing payment of money drawn upon University depository and disbursement accounts.		No
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.01	Documents required to identify unauthorized accounts at a financial institution.		No

**Table 1 – U-M Business and Finance Authority Delegations
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Financial & Fiscal Management, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF	Documents required to identify unauthorized accounts at a financial institution.		No
Associate Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF and through Treasurer	Documents required to identify unauthorized accounts at a financial institution.		No
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF	Loan satisfaction documents related to University loans to faculty or staff.	This authority only available when loan satisfaction conditions have been met – not for release from obligations.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Gifts / Donors				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Vice President for Development	Delegated by EVPCFO under Regent Bylaw 3.05	Accept, decline and administer all gifts of various assets with authority to execute all agreements and other documents relating to the acceptance, receipt, declination, investment, administration, and oversight of bequests, trust distributions and planned gifts, including charitable remainder trusts, charitable gift annuities, and Donor Pooled Income Fund. Includes all documents such as applications, notifications, annual reports, certifications, statements and other filings as may be required by those states in which the University offers or plans to offer charitable gift annuities or conducts similar development activities.	Accept restricted gifts resulting in building, construction, real property or increases in UM operating expenses only with EVPCFO approval. Accept and administer gifts directly affecting faculty positions only with mutual signature of Provost. Accept real property gifts only after EVPCFO approval and in conformance with the University's Real Estate Policy. Intake and sale of investment securities to be coordinated with Chief Investment Officer.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Gifts / Donors, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Vice President for Development	Delegated by EVPCFO under Regent Bylaw 3.07	In the administration of gifts of securities and life insurance policies, all documents associated with the sale of securities or surrender of life insurance policies.	Accept restricted gifts resulting in building, construction, real property or increases in UM operating expenses only with EVPCFO approval. Accept and administer gifts directly affecting faculty positions only with mutual signature of Provost. Accept real property gifts only after EVPCFO approval and in conformance with the University's Real Estate Policy. Intake and sale of investment securities to be coordinated with Investment Officer.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Human Resources				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Human Resources	Delegated by EVPCFO under Regent Bylaw 3.01	Collective bargaining agreements and all agreements incidental to them.	Must consult with Office of General Counsel.	Yes
Associate Vice President for Human Resources	Delegated by EVPCFO under Regent Bylaw 3.01	Employment-related settlement agreements.	Must consult with Office of General Counsel. Unique situations to be brought to EVPCFO.	Yes
Associate Vice President for Human Resources	Delegated by EVPCFO under Regent Bylaw 3.01	All routine updates and amendments to both retirement benefit plans and their implementing administrative contracts.	Must consult with Office of General Counsel. Unique situations to be brought to EVPCFO.	Yes
Sr. Director, Staff Human Resources or Academic HR	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPHR	Collective bargaining agreements and all agreements incidental to them.	Must consult with Office of General Counsel.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Human Resources, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Senior HR Representative, Staff Human Resources or Academic HR	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPHR	Collective bargaining agreements and all agreements incidental to them.	Must consult with Office of General Counsel.	No
Chief Human Resource Officer, Health System HR	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPHR	Collective bargaining agreements and all agreements incidental to them.	Must consult with Office of General Counsel.	No
Associate Hospital Administrator, University Health System	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPHR	Collective bargaining agreements and all agreements incidental to them.	Must consult with Office of General Counsel.	No
Senior HR Representative, Staff HR, Ann Arbor Campus	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPHR	Employment-related settlement agreements.	Must consult with Office of General Counsel. Unique situations to be brought to AVPHR.	No
Human Resources Dir., Health System HR	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPHR	Collective bargaining agreements and all agreements incidental to them.	Must consult with Office of General Counsel.	No
Human Resources Dir., Regional Campus	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPHR	Employment-related settlement agreements	Must consult with Office of General Counsel and AVPF. Unique situations to be brought to AVPHR.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Investments				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Vice President for Development	Delegated by EVPCFO under Regent Bylaws	Intake and sale of investments security gifted to UM.	Operational requirements mandated.	Yes
Chief Investment Officer	Delegated by EVPCFO under Regent Bylaw 3.07	Select, sign and manage contracts with investment manager.	Within EVPCFO approved strategy for long term portfolio and University Investment	Yes
Chief Investment Officer	Delegated by EVPCFO under Regent Bylaw 3.07	Partnership agreements for new and follow-on investments.	Within EVPCFO approved strategy for long term portfolio and University Investment	Yes
Chief Investment Officer	Delegated by EVPCFO under Regent Bylaw 3.07	Proxy ballots on University held securities.	Within EVPCFO approved strategy for long term portfolio and University Investment	Yes
Chief Investment Officer	Delegated by EVPCFO under Regent Bylaw 3.07	Custodian agreements with the Treasurer.	Within EVPCFO approved strategy for long term portfolio and University Investment	Yes
Chief Investment Officer	Delegated by EVPCFO under Regent Bylaw 3.07	Vendor contracts related to portfolio management and subscriptions up to \$50,000.	For long term portfolio and University Investment Pool.	Yes
Chief Investment Officer	Delegated by EVPCFO under Regent Bylaw 3.07	Documents concerning asset mix.	For long term portfolio only.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Investments, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Chief Investment Officer	Delegated by EVPCFO under Regent Bylaw 3.07	Documents concerning investment policy matters within asset classes.	For long term portfolio only.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Land Use/Lease/Land Transactions				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	In absence of EVPCFO, transactions involving real property.	Only in absence of EVPCFO and in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	No
Donald R. Shepherd Director of Intercollegiate Athletics	Delegated by EVPCFO under Regent Bylaw 3.07	Athletic facility and grounds use form agreements, including use for games.	Must consult with Office of General Counsel on form change.	No
Donald R. Shepherd Director of Intercollegiate Athletics	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations)	Solicitations at Athletic Campus buildings and grounds.	No authority where occupancy by non-athletic department UM entities.	Yes
Executive Director of Public Safety and Security	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations) through AVPFO	Grant permission for sales and solicitations in the absence of Associate Vice President for Facilities and Operations.		No
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	All routine use agreements with external parties of buildings or property, including University Unions with durations up to 12 months.	Does not include ATM. Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Land Use/Lease/Land Transactions, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Director for Real Estate & Leasing-AEC	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Transactional documents related to the routine leasing of University and non-University space with durations up to 12 months.	Does not include ATM. Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	No
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Oil and gas division orders.		No
Associate Director for Real Estate & Leasing-AEC	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Oil and gas division orders.		No
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Transactional documents except deeds related to sale, purchase or transfer of real property, subject to prior Regent approval under Bylaw 3.07(1).		No
Associate Director for Real Estate & Leasing-AEC	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Transactional documents except deeds related to sale, purchase or transfer of real property, subject to prior Regent approval under Bylaw 3.07(1).		No

**Table 1 – U-M Business and Finance Authority Delegations
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Land Use/Lease/Land Transactions, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Director for Real Estate & Leasing-AEC	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	Transactional documents related to construction projects or master planning efforts for use of land with durations up to 12 months.		No
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	In absence of EVPCFO, all documents related to real property with a value up to \$500,000.	No deeds or leases in excess of 12 months. Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	No
Associate Director for Real Estate & Leasing-AEC	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPFO	In absence of EVPCFO, all documents related to real property with a value up to \$500,000.	No deeds or leases in excess of 12 months. Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	No
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF	ATM leases and licenses up to 12 months duration.	Must review first with Associate Vice President of Facilities and Operations or designee.	No
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.01	ATM leases and licenses up to 12 months duration.	Must review first with Associate Vice President of Facilities and Operations or designee.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Land Use/Lease/Land Transactions, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Assistant Treasurer	Delegated by EVPCFO under Regent Bylaw 3.01 through AVPF and through Treasurer	ATM leases and licenses up to 12 months duration.	Must review first with Associate Vice President of Facilities and Operations or designee.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Policing Functions & Ordinance Enforcement				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaws	Police service agreements with other governmental entities.		Yes
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations)	Grant permission for sales and solicitations in the absence of Associate Vice President for Facilities and Operations.		Yes
Executive Director of Public Safety and Security	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations) through AVPFO	Grant permission for sales and solicitations in the absence of Associate Vice President for Facilities and Operations.		No
Director of University Unions	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations) through VPSA through AVPSA	Use of North Campus Common area for solicitations of contributions.	Does not cover use of buildings.	No
Director of Student Activities and Leadership	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations) through VPSA through DOS	Use of Central Campus Diag area for solicitations of contributions.	Does not cover use of buildings.	No
Director of University Unions	Delegated by EVPCFO under Regents Bylaws 2.05, 3.01 and 3.07 through VPSA through AVPSA	Use of North Campus Common area.	Use must be within approved UM policy.	Yes, to Director of Pierpont Commons.

**Table 1 – U-M Business and Finance Authority Delegations
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Policing Functions & Ordinance Enforcement, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of Student Activities and Leadership	Delegated by EVPCFO under Regents Bylaws 2.05, 3.01 and 3.07 through VPSA through DOS	Use of Central Campus Diag area.	Use must be within approved UM policy.	No
Donald R. Shepherd Director of Intercollegiate Athletics	Delegated by EVPCFO under Regent Ordinance IX (Sales and Solicitations)	Solicitations at Athletic Campus buildings and grounds.	No authority where occupancy by non-athletic department UM entities.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Risk Management and Claims				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	All documents related to the settlement of claims up to \$1,000,000.	Must be in conformance with University’s Reserve, Settlement and Payment Authority Guidelines dated October 4, 2001.	Yes, to Director of Risk Management where settlement is less than \$500,000.
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	All documents related to the settlement of claims at or in excess of \$1,000,000 when terms have been approved by EVPCFO or AVPF.	Must be in conformance with University’s Reserve, Settlement and Payment Authority Guidelines dated October 4, 2001.	No
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	All documents related to the settlement of contractual claims associated with the acquisition, use or disposal of goods or services with settlement value up to \$100,000.		Yes, to Director Procurement Services.
Director of Procurement Services	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	All documents related to the settlement of contractual claims associated with the acquisition, use or disposal of goods or services with settlement value up to \$100,000.		No
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	All documents related to applications for purchase of insurance and self insurance with the state or underwriters.		Yes, to Dir of Risk Mgt.

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Risk Management and Claims, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Treasurer	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	All documents related to withdrawals from the Workers Compensation Trust.		Yes, to Dir of Risk Mgt.
Director of Risk Management	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas.	All documents related to the settlement of claims up to \$500,000.	Must be in conformance with University's Reserve, Settlement and Payment Authority Guidelines dated October 4, 2001.	Yes
Director of Risk Management	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas.	All documents related to applications for purchase of insurance and self insurance with the state or underwriters.		No
Assistant Director of Risk Management	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas. through Dir of RM	All documents related to the settlement of claims up to \$150,000.		No
Director of Hospital Risk Management Risk Management Health System UMH Med Center Risk Management	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas. through Dir of RM	All documents related to the settlement of medical malpractice claims up to \$75,000.	May not sign checks	No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Risk Management and Claims, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Chief Risk Officer for Hospital Risk Management Risk Management Top Executive, UMH	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas. through Dir of RM	All documents related to the settlement of medical malpractice claims up to \$75,000.	May not sign checks.	No
Workers Compensation Claims Representative	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas. through Dir of RM	All documents related to the settlement of workers compensation claims up to \$75,000.	May not sign checks.	No
Risk Management Claims Representative	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas. through Dir of RM	All documents related to the settlement of non-workers compensation claims up to \$75,000.	May not sign checks.	No
Risk Management Claims Representative	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF through Treas. through Dir of RM	All documents related to the settlement of property damage claims up to \$75,000.	May not sign checks.	No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Student Affairs				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Vice President for Student Affairs	Delegated by EVPCFO under Regent Bylaw 3.07	Occupancy of University managed housing units.		Yes
Director of Housing Assignments	Delegated by EVPCFO under Regent Bylaw 3.07 through VPSA through AVPSA through Dir of University Housing, through Senior Associate Director of University Housing	Occupancy of University managed housing units.		Yes, to Housing Assignment staff.
Vice President for Student Affairs	Delegated by EVPCFO under SPG201.56	Authorize solicitations of employees of Division of Student Affairs.		Yes
Associate Vice President for Student Affairs	Delegated by EVPCFO under Regents Bylaws 2.05, 3.01 and 3.07 and under Regent Ordinance IX (Sales and Solicitations) through Vice President for Student Affairs	Use of Central Campus Diag and North Campus Diag area for general uses and for solicitations of contributions as related to student activities.	Use must be within approved UM policy.	Yes
Director of Pierpont Commons	Delegated by EVPCFO under Regents Bylaws 2.05, 3.01 and 3.07 and under Regent Ordinance IX (Sales and Solicitations) through Vice President for Student Affairs, through AVPSA through Director University Unions	Use of North Campus Diag area for general uses and for solicitations of contributions as related to student activities.	Does not cover use of buildings.	Yes, to Pierpont Commons Staff.

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Student Affairs, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of Center for Campus Involvement	Delegated by EVPCFO under Regents Bylaws 2.05, 3.01 and 3.07 and under Regent Ordinance IX (Sales and Solicitations) through Vice President for Student Affairs, through AVPSA through Director University Unions	Use of North Campus Diag area for general uses and for solicitations of contributions as related to student activities.	Does not cover use of buildings.	Yes, to Center for Campus Involvement staff.
Associate Vice President for Student Affairs	Delegated by EVPCFO under Regent Bylaw 3.07 through Vice President for Student Affairs	Routine form contracts for use of space and operations of University unions.	Contracts must be within authorized budgets, no more than 10 years, forms approved by both Procurement Services and Office of General Counsel.	Use of space contracts delegable, operations contracts are not.
Director of University Unions	Delegated by EVPCFO under Regent Bylaw 3.07 through VPSA, through AVPSA	Meeting space rental agreements in University Unions facilities.		Yes, with prior approval of AVPSA.
Director of Recreational Sports	Delegated by EVPCFO under Regent Bylaw 3.07 through VPSA, through AVPSA.	Space rental agreements for use of Central Campus Recreation Building, North Campus Recreation Building, Intramural Sports Building, Elbel Field Building, Elbel Field, Mitchell Field, North Fields, Palmer Field, Outdoor Recreation Basketball and Tennis Courts.		Yes, to Senior Associate Director, and Senior Assistant Director for Facilities.

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**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Student Affairs, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of Recreational Sports	Delegated by EVPCFO under Regent Bylaw 3.07 through VPSA, through AVPSA.	Agreements for use of Challenge Program facilities and services.	For single events not to exceed \$5,000.	Yes, to Senior Associate Director, and Senior Assistant Director for Outdoor Recreation and Challenge Programs
Director of Recreational Sports	Delegated by EVPCFO under Regent Bylaw 3.07 through VPSA, through AVPSA.	Off-campus recreation space use rental and tournament participation agreements by Recreational Sports sponsored Club Sports teams.	For single events not to exceed \$5,000.	Yes, to Associate Director
Director of Recreational Sports	Delegated by EVPCFO under Regent Bylaw 3.07 through VPSA, through AVPSA.	Department of Intercollegiate Athletics space agreements for use by Recreational Sports sponsored Club Sports and Intramural Sports Teams.	For practice and competition use not to exceed \$5,000 using forms approved by Procurement Services and Office of General Counsel.	No
Director of Recreational Sports	Delegated by EVPCFO under Regent Bylaw 3.07 through VPSA, through AVPSA.	Contracts required to implement Department of Recreational Sports sponsored Outdoor Adventure trips via third-party trip providers and outfitters.	For single events not to exceed \$5,000.	No
Associate Vice President for Student Affairs	Delegated by EVPCFO under Regents Bylaw 3.07 through Vice President for Student Affairs.	Entertainment and special event contracts for Division of Student Affairs Departments and Division of Student Affairs sponsored student organizations; and entertainment and special event contracts as requested by University Productions for use of Hill Auditorium.	For single events not to exceed \$20,000 using forms approved by Procurement Services and Office of General Counsel.	No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Student Affairs, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of University Unions	Delegated by EVPCFO under Regents Bylaw 3.07 through VPSA, through AVPSA	Entertainment and special event contracts for Division of Student Affairs Departments and Division of Student Affairs sponsored student organizations; and entertainment and special event contracts as requested by University Productions for use of Hill Auditorium.	For single events not to exceed \$5000 using forms approved by Procurement Services and Office of General Counsel..	Yes, to Major Events Office Program Advisor.
Director of Recreational Sports	Delegated by EVPCFO under Regents Bylaw 3.07 through VPSA, through AVPSA.	Agreements with sponsors solicited by Recreational Sports, or Recreational Sports sponsored Club Sport teams, for financial assistance in support of team budgets, tournaments, clothing, and operations.	For single events not to exceed \$5,000 using forms approved by Procurement Services and Office of General Counsel.	Yes, to Associate Director, with prior approval of AVPSA.

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Technology Transfer				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Research – Sponsored Projects	Delegated by EVPCFO under Regent Bylaw 2.05 & 3.01 through VPR	Commercialization of existing intellectual property owned by Regents, including patents/ trademarks/copyrights, licensing, reassignment of inventions to inventors, royalty sharing, outgoing material transfers, and all associated documents, including acquisition of equity/securities through licensing and equity management.	Reassignments of ownership back to inventors providing for less than 15% return to UM require VPR approval. Excludes trademark licensing under authority of Athletic Dept.	Yes
Director, Technology Transfer Office	Delegated by EVPCFO under Regent Bylaw 2.05 & 3.01 through VPR and through Exec Dir of ORSP	Commercialization of existing intellectual property owned by Regents, including patents/ trademarks/copyrights, licensing, reassignment of inventions to inventors, royalty sharing, outgoing material transfers, and all associated documents, including acquisition of equity/securities through licensing and equity management.	Reassignments of ownership back to inventors providing for less than 15% return to UM require VPR approval. Excludes trademark licensing under authority of Athletic Dept.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Training, Research Contracts & Grants				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Director, Office of Research and Sponsored Projects	Delegated by EVPCFO under Regent Bylaw 3.07 through VPR and Associate Vice President for Research - Sponsored	All documents, including certification statements, required to apply for funds for research and other sponsored activity, including research and training grants and contracts. Also, agreements providing for provision or exchange of equipment, proprietary materials, software, information, or technology for evaluation or use in research, training, or sponsored activity.	Applications with proposed changes in University buildings/space require prior approval of AVPFO or delegatee. Applications which are combined solicitations, offers or award packages require Office of Contract Administration approval. Must be within normal University activities.	No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Training, Research Contracts & Grants, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Assoc. VP for Research and Executive Director, Office of Research and Sponsored Projects	Delegated by EVPCFO under Regent Bylaw 3.07 through VPR	All documents, including certification statements, required to apply for funds for research and other sponsored activity, including research and training grants and contracts. Also, agreements providing for provision or exchange of equipment, proprietary materials, software, information, or technology for evaluation or use in research, training, or sponsored activity.	Applications with proposed changes in University buildings/space require prior approval of AVPFO or delegatee. Applications which are combined solicitations, offers or award packages require Office of Contract Administration approval. Must be within normal University activities.	Yes, on an annual basis only.
Vice President for Research	Delegated by EVPCFO under Regent Bylaw 3.07	All documents, including certification statements, required to apply for funds for research and other sponsored activity, including research and training grants and contracts. Also, agreements providing for provision or exchange of equipment, proprietary materials, software, information, or technology for evaluation or use in research, training, or sponsored activity.	Applications with proposed changes in University buildings/space require prior approval of AVPFO or delegatee. Applications which are combined solicitations, offers or award packages require Office of Contract Administration approval. Must be within normal University activities.	No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Training, Research Contracts & Grants, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Controller	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	All documents, including certification statements, required to apply for or accept funds for research and other sponsored activity, including research and training grants and contracts. Also, agreements providing for provision or exchange of equipment, proprietary materials, software, information, or technology for evaluation or use in research, training, or sponsored activity.	Applications with proposed changes in University buildings/space require prior approval of AVPFO or delegatee. Must be within normal University activities. Grants or contracts or other agreements, maximum of \$750,000. May not be signer of both application and acceptance of award unless a combined solicitation, offer or award package.	Yes
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	Contracts for sponsored research including grants-in-aid, fellowships, scholarships or contracts covering tuition and supplies.	Contracts for tuition and supplies under \$1,000,000. Grants or fellowship programs, fiscal year rate no more than \$250,000.	Yes
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	Proposals for training or research projects under \$1,000,000.	Proposed changes in University buildings/space require prior approval of AVPFO or delegatee.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Training, Research Contracts & Grants, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	Proposals for training grants or fellowship programs no more than \$250,000.	Proposed changes in University buildings/space require prior approval of AVPFO or delegatee.	Yes
Grants and Contracts Associate Director, Financial Operations Office of Contract Administration	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Financial Operations and Controller and through Associate Director of Financial Operations	All documents, including certification statements, required to apply for or accept funds for research and other sponsored activity, including research and training grants and contracts. Also, agreements providing for provision or exchange of equipment, proprietary materials, software, information, or technology for evaluation or use in research, training, or sponsored activity.	Must be within normal University activities. If payments required, appropriate other reviews. Grants or contracts or other agreements, maximum of \$750,000. May not be signer of both application and acceptance of award unless a combined solicitation, offer or award package.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Training, Research Contracts & Grants, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of Sponsored Programs	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Financial Operations and Controller	All documents, including certification statements, required to apply for or accept funds for research and other sponsored activity, including research and training grants and contracts. Also, agreements providing for provision or exchange of equipment, proprietary materials, software, information, or technology for evaluation or use in research, training, or sponsored activity.	Must be within normal University activities. If payments required, appropriate other reviews. Grants or contracts or other agreements, maximum of \$750,000. May not be signer of both application and acceptance of award unless a combined solicitation, offer or award package.	Yes
Director of Sponsored Programs	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Financial Operations and Controller	Contracts for sponsored research including grants-in-aid, fellowships, scholarships or contracts covering tuition and supplies.	Contracts for tuition and supplies under \$750,000. Grants or fellowship programs, fiscal year rate no more than \$250,000.	Yes
Grants and Contracts Associate Director, Financial Operations Office of Contract Administration	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Financial Operations and Controller and through Associate Director of Financial Operations	Contracts for sponsored research including grants-in-aid, fellowships, scholarships or contracts covering tuition and supplies.	Contracts for tuition and supplies under \$750,000. Grants or fellowship programs, fiscal year rate no more than \$250,000.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Training, Research Contracts & Grants, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Contract Administrator Senior	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Financial Operations and Controller	Supplements to and close out of contracts for sponsored research only to extent of incorporating standardized clauses covering various administrative and charge-back aspects of the contracts.	Only in absence of Grants and Contracts Associate Director, Financial Operations.	Yes
Controller	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Contracts for sponsored research including grants-in-aid, fellowships, scholarships or contracts covering tuition and supplies.	Contracts for tuition and supplies under \$750,000. Grants or fellowship programs, fiscal year rate no more than \$250,000.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Transactions for Goods and Services				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	Acquisition, use or disposal of goods or services up to \$5,000,000.	Unique agreements not included.	Yes
Director of Procurement Services	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	Acquisition, use or disposal of goods or services up to \$5,000,000.	Unique agreements not included.	Yes
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Acquisition, use or disposal of goods or services up to \$1,000,000.	Unique agreements not included. All professional services agreements for consulting, affiliations, etc. greater than \$100,000 must be approved by Procurement Services.	No
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	For contracts for the acquisition, use or disposal of goods or services approved by the EVPCFO, amendments where the change is no more than 25% of the original contract value.	Unique amendments not included.	No
Director of Procurement Services	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF	For contracts for the acquisition, use or disposal of goods or services approved by the EVPCFO, amendments where the change is no more than 25% of the original contract value.	Unique amendments not included.	No
Director of Procurement Services	Delegated by EVPCFO under Regent Bylaw 3.01 and 3.07 through AVPF	Purchasing Card (“PCard”) use meeting standard UM guidelines.	EVPCFO approval required for more extensive authorization.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Transactions for Goods and Services, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.01 and 3.07	Purchasing Card (“PCard”) use meeting standard UM guidelines.	EVPCFO approval required for more extensive authorization.	Yes
Director of Financial Operations & Controller	Delegated by EVPCFO under Regent Bylaw 3.01 and 3.07 through AVPF	Purchasing Card (“PCard”) use meeting standard UM guidelines.	EVPCFO approval required for more extensive authorization.	Yes
Associate Vice President for Facilities & Operations	Delegated by EVPCFO under Regent Bylaw 3.07	Personal property transactions up to \$750,000 in absence of EVPCFO.	Only in absence of EVPCFO.	Yes
Associate Vice President for Finance	Delegated by EVPCFO under Regent Bylaw 3.07	In absence of EVPCFO transactions involving personal property.	Only in absence of EVPCFO.	Yes
Director, Supply Chain Strategy and Procurement Hospitals and Health Centers	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$3,000,000 and no greater duration than 5 years.	All professional services agreements for consulting, affiliations, etc. greater than \$100,000 must be approved by Procurement Services.	No
Associate Director of Procurement Services	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$3,000,000 and no greater duration than 5 years.		No
Procurement Subcontract Administrator	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$750,000 and no greater duration than 3 years.		No

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**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Transactions for Goods and Services, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Procurement Manager	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$3,000,000 and no greater duration than 5 years.	All professional services agreements for consulting, affiliations, etc. greater than \$100,000 must be approved by Procurement Services.	No
Commodity Manager	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$1,000,000 and no greater duration than 5 years.	All professional services agreements for consulting, affiliations, etc. greater than \$100,000 must be approved by Procurement Services.	No
Procurement Supervisor	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$1,000,000 and no greater duration than 5 years.	All professional services agreements for consulting, affiliations, etc. greater than \$100,000 must be approved by Procurement Services.	No
Senior Procurement Agent	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$500,000 and no greater duration than 3 years.	All professional services agreements for consulting, affiliations, etc. greater than \$100,000 must be approved by Procurement Services.	No
Procurement Agent	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$250,000 and no greater duration than 3 years.	All professional services agreements for consulting, affiliations, etc. greater than \$100,000 must be approved by Procurement Services.	No

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**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Transactions for Goods and Services, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Associate Procurement Agent	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$75,000 and no greater duration than 1 years.		No
Procurement Support Specialist	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, use or disposal of goods or services up to \$25,000 and no greater duration than 1 years.		No
P-Card Holder	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	Acquisition, or use goods or services up to amounts specified within the Purchasing Card (P-Card) agreement the user signed.	Must comply with all requirements on website www.finance.umich.edu/procurement/howtobuy/policies to maintain procurement card.	No
M-Pathways, Financials authorized users	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services through Dean or Director of the applicable business or academic unit	Acquisition of goods or services up to \$5,000.	Only to the extent covered by properly approved budgets and available funds. Must comply with all requirements on website www.finance.umich.edu/procurement/howtobuy/policies	No
Property Disposition Business Operations Manager	Delegated by EVPCFO under Regent Bylaw 3.07 and through AVPF	Sale or disposition of all surplus or used property.	Under requirements set forth in SPG 520.1.	No

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**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Transactions for Goods and Services, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Property Disposition Warehouse Manager	Delegated by EVPCFO under Regent Bylaw 3.07 and through AVPF and through Business Operations Manager	Sale or disposition of all surplus or used property.	Under requirements set forth in SPG 520.1.	No
University Librarian and Dean of Libraries	Delegated by EVPCFO under Regent Bylaws 2.05 3.07	Hosting agreements for electronic publications outside the University.	Must use standard agreements approved by Office of General Counsel and FinOps and limited to \$5,000 per year maximum value in services.	No
President of University Musical Society	Delegated by EVPCFO under Regent Bylaws 2.05 3.07	Entertainment and Special Event Contracts for use in University venues.	Only to the extent covered by properly approved budgets and available funds. For single events not to exceed \$100,000 using forms approved by Procurement Services and Office of General Counsel.	No
Director of Administration and Finance for University Musical Society	Delegated by EVPCFO under Regent Bylaws 2.05 3.07	Entertainment and Special Event Contracts for use in University venues.	Only to the extent covered by properly approved budgets and available funds. For single events not to exceed \$100,000 using forms approved by Procurement Services and Office of General Counsel.	No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Dearborn Campus				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Chancellor, Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07(3)	For Dearborn campus, lease of outside facilities up to 3 years and under 50,000 square feet total.	Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	Yes
Chancellor, Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07	For Dearborn campus, agreements and contracts for the rental, use, acquisition or disposal of buildings, equipment, supplies, and services required for the Dearborn Campus Development Office.	Only to the extent covered by properly approved budgets and available funds.	Yes
Chancellor, Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07	For Dearborn campus, entertainment performance contracts.	Unique contracts require advance approval by EVPCFO. For single events not to exceed \$5000 using forms approved by Procurement Services and Office of General Counsel.	Yes
Chancellor, Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07	For Dearborn campus, lease of Dearborn facilities to external groups up to 12 months.		Yes

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Dearborn Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Chancellor – Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07	For Dearborn campus, routine data certification and/or submission required for environmental, occupational, public health laws compliance; Verification of commitments-policies-procedures as required for grants or contract purposes.		Yes
Vice-Chancellor for Business Affairs - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor - Dearborn	For Dearborn campus, lease of outside facilities up to 3 years and under 50,000 square feet total.	Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	No
Vice-Chancellor for Business Affairs - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor - Dearborn	For Dearborn campus, lease of Dearborn facilities to external groups up to 12 months.		No
Vice-Chancellor for Business Affairs - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor - Dearborn	For Dearborn campus, commitments to environmental health and safety programs for governmental or corporate research grants.		No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Dearborn Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Vice-Chancellor for Business Affairs - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor - Dearborn	For Dearborn campus, routine documents related to inquiries on operations or federal, state, and local compliance matters concerning: Occupational and community health and safety, environmental activities, public health issues, and use of radioactive materials or equipment capable of producing radiation.		No
Vice-Chancellor for Business Affairs - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor - Dearborn	For Dearborn campus, entertainment performance contracts.	Unique contracts require advance approval by EVPCFO. For single events not to exceed \$5000 using forms approved by Procurement Services and Office of General	No
Vice-Chancellor for Business Affairs - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor - Dearborn	For Dearborn campus, agreements and contracts for the rental, use, acquisition or disposal of buildings, equipment, supplies, and services required for the Dearborn Campus Development Office.	Only to the extent covered by properly approved budgets and available funds.	No
Dearborn Athletic Director	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC for Enrollment Management and Student Life	Dearborn Field House rental agreements.		No

**Table 1 – U-M Business and Finance Authority Delegations
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Dearborn Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
General Manager, Henry Ford Estate	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC Business Affairs	Henry Ford Estate rental agreements.		No
Administrative Associate, Engineering Professional Development – Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC and Provost through Dean, College of Engineering and Computer Science	Apartment rental agreements related specifically to the International Visiting Scholars program.		No
Program Director, College of Engineering and Computer Science – Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC and Provost through Dean, College of Engineering and Computer Science	Dearborn’s Professional Education Center rental agreements.		No
Registrar or Associate Registrar	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC for Enrollment Management and Student Life	Dearborn campus facilities rental agreements.		No

**Table 1 – U-M Business and Finance Authority Delegations
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Dearborn Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Program Coordinator, Office of the Provost - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC and Provost	Fairlane Center rental agreements.		No
Director of University Center Operations or University Center Facility Coordinator	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC for Enrollment Management and Student Life	Dearborn’s University Center rental agreements.		No
Director of Mardigian Library	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC and Provost	License and purchase agreements for electronic information resources for Dearborn Campus library system.	Only to the extent covered by properly approved budgets and available funds.	No
Curator for Dearborn’s Art Museum	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor - Dearborn through VC and Provost	Dearborn’s Art Museum contracts.	Only to the extent covered by properly approved budgets and available funds.	No
Administrative Manager, College of Arts, Sciences, and Letters	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC and Provost through Dean, College of Arts, Sciences, and Letters	Dearborn’s Cultural Events Committee entertainment contracts.	Only to the extent covered by properly approved budgets and available funds.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Dearborn Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of Office of Student Activities - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC for Enrollment, Management and Student Life	Dearborn’s Student Activities Office coordinated entertainment contracts.	Only to the extent covered by properly approved budgets and available funds. For single events not to exceed \$5000 using forms approved by Procurement Services and Office of General Counsel.	No
Associate Vice Chancellor of Finance - Dearborn	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor – Dearborn through VC for Business Affairs	Fairlane Music Guild performance contracts.	Only to the extent covered by properly approved budgets and available funds. For single events not to exceed \$5000 using forms approved by Procurement Services and Office of General Counsel.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Flint Campus				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Chancellor, Flint	Delegated by EVPCFO under Regent Bylaw 3.07	For Flint campus, lease of outside facilities up to 3 years and under 50,000 square feet total.	Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	Yes
Chancellor, Flint	Delegated by EVPCFO under Regent Bylaw 3.07	For Flint campus, lease of Flint facilities to external groups up to 12 months.		Yes
Chancellor, Flint	Delegated by EVPCFO under Regent Bylaw 3.07	For Flint campus, entertainment performance contracts.	Unique contracts require advance approval by EVPCFO. For single events not to exceed \$5000 using forms approved by Procurement Services and Office of General Counsel.	Yes
Chancellor, Flint	Delegated by EVPCFO under Regent Bylaw 3.07	For Flint campus, agreements and contracts for the rental, use, acquisition or disposal of buildings, equipment, supplies, and services required for the Flint Campus Development Office.	Only to the extent covered by properly approved budgets and available funds.	Yes
Chancellor – Flint	Delegated by EVPCFO under Regent Bylaw 3.07	For Flint campus, routine data certification and/or submission required for environmental, occupational, public health laws compliance; Verification of commitments-policies-procedures as required for grants or contract purposes.		Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Flint Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
VC for Business and Finance, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor, Flint	For Flint Campus, leases up to 12 months of Flint facilities to external groups.		Yes
VC for Business and Finance, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor	For Flint campus, lease of outside facilities up to 3 years and under 50,000 square feet total.	Must be in conformance with UM Policy and Procedure on the Acceptance, Management and Disposition of Real Estate.	Yes
Director of Auxiliary & Recreational Services, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor, VC for Business and Finance, Flint	For Flint Campus, entertainment performance contracts.	Unique contracts require advance approval by EVPCFO. For single events not to exceed \$5000 using forms approved by Procurement Services and Office of General Counsel.	No
Director of Auxiliary & Recreational Services, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor, VC for Business and Finance, Flint	For Flint Campus, agreements and contracts for the rental, use, acquisition or disposal of buildings, equipment, supplies, and services required for the Flint Campus Development Office and its events.	Only to the extent covered by properly approved budgets and available funds.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Flint Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Manager of Environment, Health & Safety, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor, VC for Business and Finance, Flint	For Flint Campus, routine data certification and/or submission required for environmental, occupational, public health laws compliance. Verification of commitments-policies-procedures as required for grants or contracts.		No
VC for Student Affairs, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor	For Flint Campus, contracts for Student Affairs units.	Only to the extent covered by properly approved budgets and available funds and approved by Procurement Services and Contracts and advice from the Office of General Counsel.	Yes
Assistant VC for Student Affairs	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs, Flint	For Flint Campus, contracts for Student Affairs student organizations.	Only to the extent covered by properly approved budgets and available funds and approved by Procurement Services and Contracts and advice from the Office of General Counsel.	Yes

**Table 1 – U-M Business and Finance Authority Delegations
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Flint Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Registrar, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs, Flint	For Flint Campus, maintenance agreements for software used in the delivery of Registrar Services.	Only to the extent covered by properly approved budgets and available funds and approved by Procurement Services and Contracts. Applies to competitively bid contracts only. Sole source contracts require approval of Director of Procurement Services.	No
Director of Administrative Information Management Services - Student Affairs, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs, Flint	For Flint Campus, maintenance and consulting agreements related to technology used within Student Affairs.	Only to the extent covered by properly approved budgets and available funds and approved by Procurement and Contracts. Applies to competitively bid contracts only. Sole source contracts require approval of Director of Procurement Services.	No

**Table 1 – U-M Business and Finance Authority Delegations
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Flint Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Director of Academic Advising & Career Center, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs, Flint	For Flint Campus, agreements for software used in the delivery of career services.	Only to the extent covered by properly approved budgets and available funds and approved by Procurement and Contracts. Applies to competitively bid contracts only. Sole source contracts require approval of Director of Procurement Services.	No
Director of Academic Advising & Career Center, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs, Flint	For Flint Campus, agreements for event planning related to Career Development programs.	Only to the extent covered by properly approved budgets and available funds and approved by Procurement and Contracts.	No
Director of Information Technology Services, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor, and VC for Academic Affairs and Provost, and Associate Provost and Dean of Graduate Programs, Flint	For Flint Campus, routine contracts for computer software and hardware and other technology support services.	Only to the extent covered by properly approved budgets and available funds and approved by Procurement and Contracts. Applies to competitively bid contracts only. Sole source contracts require approval of Director of Procurement Services.	No

**Table 1 – U-M Business and Finance Authority Delegations
SPG 601.24**

Flint Campus, continued				
Position/title with authority	Source of Authority For Delegation	Document/Contract/Designation Types	Limitations	Sub-delegation
Executive Director of Development and Alumni Relations	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor, Flint	For Flint Campus, contracts related to UM-Flint institutional advancement activities such as conference hall rental, receptions for alumni, catering services for events.	Only to the extent covered by properly approved budgets and available funds.	Yes
Procurement and Contracts Manager – Flint Office	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Dir of Procurement Services	For Flint Campus, acquisition, use or disposal of goods or services up to \$500,000 and no greater duration than 3 years.	Applies to competitively bid contracts only. Sole source contracts require approval of Director of Procurement Services.	No

Table 1 – U-M Business and Finance Authority Delegations SPG 601.24

Abbreviation Key

AEC = Architecture, Engineering and Construction

Assoc. = Associate

AVPF = Associate Vice President for Finance

AVPFO = Associate Vice President for Facilities and Operations

AVPHR = Associate Vice President for Human Resources

AVPSA = Associate Vice President for Student Affairs

Dir. = Director

Dir. Athletics = Donald R. Shepherd Director of Intercollegiate Athletics

DOS = Dean of Students

EVPCFO = Executive Vice President and Chief Financial Officer

EVPMA = Executive Vice President for Medical Affairs

HIPAA = Health Insurance Portability and Accessibility Act

HR = Human Resources

ICLE = Institute for Continuing Legal Education

OGC = Office of General Counsel

ORSP = Office of Research and Sponsored Projects

Proc = Procurement

RM = Risk Management

Treas. = Treasurer

Revised March 12, 2013

**Table 1 – U-M Business and Finance Authority Delegations
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UMH = University of Michigan Hospital

VC = Vice Chancellor

VPR = Vice President for Research

VPSA = Vice President for Student Affairs