

UM FLINT SIGNATURE AUTHORITY BY FUNCTION

FUNCTION	Position/title with authority	Source of Authority For Delegation	Document/Contract Designation Types	Limitations	Sub-delegate-tions	SPG Page/Line
STATUTORY DELEGATIONS - TABLE 2						
Acad. Matters	Chancellor, Flint	Regent Bylaw 2.02	No restrictions on academic matters for the Flint Campus	Under the general direction of President (Bylaw 2.01)	Yes	Tbl 2 - 3.5
Immigration	Flint Campus international Student Center - (Principle Designated School Official)	Fed Statute as designated by the President	F Visa Program (i-20 forms) for the Flint Campus		No	Tbl 2- 7.2
	Flint Campus international Student Center - (Responsible Officer and alternate)	Fed Statute; applicable program and persons as designated by the UM President	J Visa Program (DSI-2019 forms) for the Flint Campus		No	Tbl 2- 7.3
BUSINESS AND FINANCE AUTHORITY DELEGATIONS - TABLE 1						
Leases of Non UM Space under 3 yrs, under 50k Sq Ft	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	Page 52/1
	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	Page 53/2
Leases or License of UM Space under 1 year	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	Page 52/2
	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	Page 53/1

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Procurement Contracts up to \$500k	Procurement & Contracts Manager, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Procurement Services	For Flint Campus, acquisitions, 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	Page 57/2
Contracts up to \$250k	Procurement Agent	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Procurement Services	For Flint Campus, acquisitions, use or disposal of goods or services up to \$250,000 and no greater duration than 3 years.	Applies to competitively bid contracts only. Sole source contracts require approval of Director of Procurement Services	No	Page 43/5
Contracts up to \$75k	Associate Procurement Agent	Delegated by EVPCFO under Regent Bylaw 3.07 through AVPF and through Director of Procurement Services	For Flint Campus, acquisitions, use or disposal of goods or services up to \$75,000 and no greater duration than 1 year.		No	Page 44/1
Entertainment Contracts under \$5k	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 \$5,000 using forms approved by Procurement Services and office of General Counsel.	Yes	Page 52/3
	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 \$5,000 using forms approved by Procurement Services and office of General Counsel.	No	Page 53/4
Contracts for Student Org's	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	Page 54/2
	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 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	Page 54/3
Contracts - Employment Settlement	Human Resources Director Regional Campus	Delegated by EVPCFO under Regent Bylaw 3.01	Employment-related settlement agreements.	Must consult with Office of General Counsel and AVPF. Unique situations to be brought to AVPHR.	No	Page 18/6
Dev. Activities	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	Page 57/1

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Event Planning - Career Dev	Director of Academic Advising & Career Center, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs	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	Page 56/2
Compliance Certification OSEH, Public Health	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	Page 52/5
	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 contract purposes.		No	Page 54/1

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Tech & Software Registrar Services	Registrar, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs	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 and Contracts Services, and Office of General Counsel. Applies to competitively bid contracts only. Sole source contracts require approval of Director of Procurement Services.	No	Page 55/1
	Director of Administrative Information Management Services - Student Affairs, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs	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	Page 55/2
Career Services	Director of Academic Advising & Career Center, Flint	Delegated by EVPCFO under Regent Bylaw 3.07 through Chancellor and VC for Student Affairs	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	Page 56/1
ITS	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	Page 56/3

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Rental and Use of UM Facilities	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	Page 52/4
	VC for Business and Finance, 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	Page 53/5