



Signature Sub-Delegation Form Instructions

1. Review Table 1 – Delegations of Authority for Business Transactions with External Organizations to determine whether or not you have authority and whether or not that authority can be delegated. Authority delegated to UM-Flint begin on page 81. Web link <http://procurement.umich.edu/about-us/forms/signature-authority-tablesauthority-contract>
2. Read the Standard Practice Guide regarding Delegated Authority. Web link <http://spg.umich.edu/policy/601.24>
 - a. Section I - explains what having delegated authority means.
 - b. Section II – explains why authority may be delegated.
 - c. Section III – explains the obligations and responsibilities of those exercising authority
 - d. Section IV – explains the procedures and requirements for sub-delegating authority.
3. Sub-delegations are limited to one fiscal year. To assist in the oversight of this for the campus, we will put all delegation on a fiscal cycle (July 1st to June 30th). Delegations that happen mid-year will be limited to June 30th of that fiscal year.
4. Submit signed Sub-Delegation Assigned form to Procurement & Contracts, Northbank Center Suite 504.
5. You will be contacted when verified.
6. You will be contacted in May each year to determine whether or not the sub-delegation should be continued.