NEWS FLASH!

UCOP departments (for the most part) do not have authority to sign an agreement, binding the University to any contractual obligations. Only a small handful of employees have delegated authority for execution of contracts. Here’s a little background:

DELEGATION OF AUTHORITY

Delegation of authority is an organizational process in which responsibility for certain functions is passed down through a specific chain of command.

BUDGETARY DELEGATION VERSUS CONTRACTUAL DELEGATION

A distinction is made between budgetary delegation and contractual delegation. Budgetary authority to commit departmental funds does not mean that one has the authority to approve a contract.

HOW DO I KNOW IF I CAN SIGN A CONTRACT?

If you have questions or are in doubt as to whether you have the authority to sign an agreement, please contact UCOP Local Procurement at UCOPCONTRACTOR@ucop.edu.

The BRC website page UCOP Delegations of Authority provides a summary of the various types of delegations and related policies. Refer to Delegations of Authority for Execution of Contracts for specific delegations related to execution of contracts to purchase goods and services.

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