



October 2016

Signature of University Contracts

Only a small number of individuals at the University of Wisconsin-Madison have been delegated the authority to sign contracts on behalf of the University. Those individuals, discussed below, derive their authority from either the Board of Regents of the University of Wisconsin System, pursuant to Chapter 36 of the Wisconsin Statutes, or from the Wisconsin Department of Administration, pursuant to Chapter 16 of the Wisconsin Statutes. Consult the information below to determine whether a document requires an official University signature, and to determine the appropriate process for obtaining such a signature if necessary.

Necessity of Official University Signature

The first distinction that must be made is whether the document in question is actually a contract requiring an official University signature. Any contract which purports to create a binding legal or financial obligation upon the University will require an official University signature to be valid. The actual title of the document in question is not important, as a “contract,” an “agreement” or a “memorandum of understanding” each have the potential to legally obligate the University to undertake certain actions or pay certain amounts. If there is any doubt as to whether a contract or other form might require an official University signature, contact Raymond Taffora or Andrew Norman in the Office of Legal Affairs.

Purchasing Contracts

The second distinction that must be made is whether the contract in question is a purchasing contract. Unlike other contracts the University enters into, the campus authority to enter into procurement contracts derives from Section 16 of the Wisconsin Statutes, with delegation directly from the Department of Administration. Contracts under which the University is to pay money for either goods or services must be sent to Purchasing Services for eventual signature by either the Director of Purchasing or one of his or her Delegated Purchasing Services Agents. If your department has a Delegated Purchasing Services Agent, purchasing contracts should be sent to that Agent for negotiation, review and signature. If your department does not have a Delegated Purchasing Services Agent, you should work with central Purchasing Services.

General Signatories

The authority to sign all other contracts derives from delegation from the Board of Regents under Chapter 36 of the Wisconsin statutes. Chancellor Rebecca Blank, Provost Sarah Mangelsdorf, Vice Chancellor Laurent Heller and Assistant Vice Chancellor Martha Kerner have the authority to sign any contract for the University on behalf of the Board of Regents of the University of Wisconsin System. However, other University personnel have been granted limited authority to sign certain contracts within their area of expertise. If you have a contract that falls within one of the categories listed below, please route the contract to the signatory listed. If the proper University signatory is unclear, contact Raymond Taffora or Andrew Norman in the Office of Legal Affairs.

Signatories with Limited Delegation

Outside of the general signatories, various individuals on campus have been given limited signature authority for contracts that fall within their areas of expertise. If you have a contract that falls within one of the categories listed below, please route the contract to the signatory listed.

Contract Type	Appropriate Signer(s)
Academic Support Service Agreements (ASSA's)	Lori Voss, Hartley Murray
Clinical Trial Agreements	Kim Moreland, Robert Andresen, Mark Sweet, Larry Westby, Michael Morris, Bonniejean Zitske, Kathleen Sielaff, Michael Kuntz, Robert Gratzl, Angela Bitner, Brenda Egan, Patrick Medina, Kurt McMillen, Janice Kalvin
Entertainment Agreements (Union events)	Susan Dibbell
Equipment Loans, Gifts and Sales	Amy Wilson
Export Control Agreements	Tom Demke
Export License Applications	Tom Demke, Ben Griffiths
Extramural Support Activities: proposals, agreement, contracts, etc.	Marsha Mailick, Dan Uhlich, Kim Moreland, Robert Andresen, Mark Sweet, Larry Westby, Michael Morris, Bonniejean Zitzke, Kathleen Sielaff, Michael Kuntz, Robert Gratzl, Angela Bitner, Brenda Egan, Patrick Medina, Kurt McMillen, Bridget Montour, John Varda
Facility/Space Use Agreements-	
-General Facilities/Space	Bill Elvey, Robert Lamppa
-Research Facilities	Richelle Martin
-Athletic Department Facilities	Walter Dickey, Mario Morris
-Recreational Sports Facilities	John Horn

-Wisconsin Union Facilities	Mark Guthier
Federal Inventor Petition forms	Kristin Harmon
Fee-For-Service Agreements	Richelle Martin
Game Guarantee Contracts*	Walter Dickey, Mario Morris
Gifts to the University (related documents)	Amy Wilson
Leases of external space	Bill Elvey, Robert Lamppa
Material Transfer Agreements	Richelle Martin
Medical Training Presentation Agreements	Ken Mount
Medical School Agreements (Other)#	Ken Mount
Non-Disclosure Agreements (research related)	Richelle Martin
Purchases	Lori Voss, Purchasing Agents^
Sponsored Research/Research Support	
-By federal government	Kim Moreland, Robert Andresen, Mark Sweet, Larry Westby, Michael Morris, Bonniejean Zitske, Kathleen Sielaff, Michael Kuntz, Robert Gratzl, Angela Bitner, Brenda Egan, Patrick Medina, Kurt McMillen, Bridget Montour, John Varda
-By non-profit foundations	Kim Moreland, Robert Andresen, Mark Sweet, Larry Westby, Michael Morris, Bonniejean Zitske, Kathleen Sielaff, Michael Kuntz, Robert Gratzl, Angela Bitner, Brenda Egan, Patrick Medina, Kurt McMillen, Bridget Montour, John Varda
-By industrial sponsors	Richelle Martin
State Laboratory of Hygiene Agreements%	
Suite and Seat License Agreements	Walter Dickey, Mario Morris
Veterinary Diagnostic Laboratory+	Philip Bochsler
University Press non-purchasing contracts	Dennis Lloyd

* So long as the cumulative dollar amount of such contract is less than \$500,000.

Limited to educational grants on behalf of the School of Medicine and Public Health, reassignment forms with the Centers for Medicare and Medicaid Services, Health Professional Loan Forgiveness

agreements, and financial support agreements with the University of Wisconsin Hospital & Clinics Authority.

^ Contact Purchasing Services to determine appropriate Purchasing Agent

% Limited to Fee-For-Service Agreements and other agreements, grants, contracts, and leases less than \$500,000 related to State Laboratory of Hygiene business; Research contracts must be signed by Research and Sponsored Programs.

+ Limited to Fee-For-Service Agreements and other agreements, grants, contracts, and leases less than \$500,000 related to Veterinary Diagnostic Laboratory business; Research contracts must be signed by Research and Sponsored Programs.

Other Miscellaneous Contracts

Contracts that are not specifically addressed in the chart above should be sent to Scott Hildebrand in the Office of the Vice Chancellor for Administration for signature by Vice Chancellor Laurent Heller.

Again, if the proper University signatory is unclear, contact either Raymond Taffora or Andrew Norman in the Office of Legal Affairs for guidance.

Board of Regent Approval

Please be aware that any contract with a for-profit entity where the cumulative dollar amount exceeds \$1,000,000.00 must receive Board of Regents approval prior to signature. Please be advised that any such contract will need to be submitted well in advance to the Board for inclusion on its monthly meeting agenda. Please alert Vice Chancellor for Finance and Administration Laurent Heller as soon as you become aware of a contract that will require Board approval. Contracts with a for-profit entity where the cumulative dollar amount is between \$500,000.00 and \$1,000,000.00 must be reviewed by the Office of Legal Affairs (OLA). Raymond Taffora or Andrew Norman in OLA will facilitate this process.

Modifications to Signature Authority

Please contact Scott Hildebrand in the Office of the Vice Chancellor for Finance and Administration to request any changes in existing signature authority made necessary by new hires or employee departures.