



**April 2022**

### **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 Nancy Lynch 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 Karl Scholz, Interim Vice Chancellor Rob Cramer, Associate Vice Chancellor David Murphy and Assistant Vice Chancellor of Business Services and Controller David Honma 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 Nancy Lynch 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
Affiliation agreements, cooperation agreements with foreign institutions	Guido Podesta
Athletics assistant coach employment contracts and extension letters	Chris McIntosh, Jeff Schmidt
Clinical Trial Agreements	Steve Ackerman, Kim Moreland, Mark Sweet, Larry Westby, Bonniejean Zitske, Dorothy Johnson, Jenny Hackel, Robert Gratzl, Angela Bitner, Brenda Egan, Kurt McMillen, Bridget Montour, Jeffrey Nytes, Vasanthi Pillai, Angie Johnson
Commercial/business use agreements	Charles Hoslet
Entertainment Agreements (Union events)	Susan Dibbell, Heidi Lang
Equipment Loans, Gifts and Sales	Susie Maloney, Amy Rognsvoog
Export Control Agreements	Tom Demke, Bethany Nelson
Export License Applications	Tom Demke, Bethany Nelson

Extramural Support Activities: proposals, agreements, contracts, non-disclosure agreements, material transfer agreements, fee-for-service agreements, research facility use agreements, etc.	Steve Ackerman, Kim Moreland, Mark Sweet, Larry Westby, Bonniejean Zitske, Dorothy Johnson, Jenny Hackel, Robert Gratzl, Angela Bitner, Brenda Egan, Kurt McMillen, BridgetMontour, Jeffrey Nytes, Vasanthi Pillai, Angie Johnson
Human Subjects Compliance Agreements	Nadine Connor
Agreements relating to management of Cooperative Extension, Public Media, Department of Labor	Casey Nagy
Facility/Space Use Agreements-	
-General Facilities/Space	Margaret Tennessen, Brent Lloyd
-Athletic Department Facilities	Chris McIntosh, Jeff Schmidt
-Recreational Sports Facilities	Aaron Hobson
-Wisconsin Union Facilities	Mark Guthier
-Housing Facilities	Jeff Novak
-Conference Centers (Pyle, Lowell Centers)	Bill Mann
Federal Inventor Petition forms	Kristin Harmon; Lee Jankoski
Game Guarantee Contracts*	Chris McIntosh, Jeff Schmidt
Gifts to the University (related documents)	April Cook
Leases of external space	Margaret Tennessen, Brent Lloyd
Medical Training Presentation Agreements	Ken Mount
Medical School Agreements (Other)#	Ken Mount
Public Safety, Police Services Agreements	Kristen Roman
Purchases	Lori Voss, Purchasing Agents^
Sponsored Research/Research Support	Steve Ackerman, Kim Moreland, Mark Sweet, Larry Westby, Bonniejean Zitske, Dorothy Johnson, Jenny Hackel, Robert Gratzl, Angela Bitner, Brenda Egan, Kurt McMillen, BridgetMontour, Jeffrey Nytes, Vasanthi Pillai, Angie Johnson
Suite and Seat License Agreements	Chris McIntosh, Jeff Schmidt

Trademark licensing agreements	Charles Hoslet
State Laboratory of Hygiene Agreements%	James Schauer
Veterinary Diagnostic Laboratory Agreements+	Keith Poulsen
University Press non-purchasing contracts	Dennis Lloyd
Wisconsin Law Review author, license agreements	Anuj Desai

\* 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; Research contracts must be signed by Research and Sponsored Programs.

+ Limited to Fee-For-Service Agreements and other agreements, grants, contracts, and lease; 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 John Horn in the Office of the Vice Chancellor for Administration for signature by Interim Vice Chancellor Rob Cramer. Again, if the proper University signatory is unclear, contact either Nancy Lynch 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 Interim Vice Chancellor for Finance and Administration Rob Cramer 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). Nancy Lynch or Andrew Norman in OLA will facilitate this process.

### **Modifications to Signature Authority**

Please contact John Horn 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.