UMHS Policy 01-01-004
SIGNATURE AUTHORITY

Issued: 10/2007 Last Reviewed: 10/2015

I. POLICY STATEMENT

It shall be the policy of the University of Michigan Health System (UMHS) that only those authorized to sign on behalf of the Health System or any of its components, as specified on the attached UMHS Delegation of Authority Table may sign contracts or commit funds on its behalf.

II. POLICY PURPOSE

The purpose of this policy is to standardize the signature and authority delegation process and to clarify who has authority to obligate the Health System for transactions with or promises to an external organization.

III. DEFINITIONS

None

IV. POLICY STANDARDS

Every delegation or sub-delegation must:

1. Be made in writing. An email from the Delegator to the Delegate is considered as “in writing”;

2. Specify the specific names and UM titles of the Delegator and Delegate;

3. Define explicitly the time and circumstances when the delegated authority may be exercised;

4. Be limited to an employee over whom the Delegator has oversight authority;

5. Specify whether and, if so, to what extent, the delegate has sub delegation authority;

6. Expire at the earlier of:

   (a) a date specified in the writing,
   (b) the last day of the current fiscal year, or
   (c) termination of the delegate’s employment with UMHS.
VI. EXHIBITS

Exhibit A: Sample Delegation Language
Exhibit B: UMHS Delegation of Signature Authority Table

VII. REFERENCES

Standard Practice Guide 601.24

UM Office of General Counsel Related FAQ's

Author: UMHS Legal Office; UMHS Corporate Compliance

Approved by: the Executive Vice President for Medical Affairs - October 24, 2007

Reviewed by the UMHS Compliance Office - August 2, 2011 - No changes were needed; however, a link to the General Counsel's Office was added to the Reference section; October 16, 2015 - No changes needed;