

### University of Louisiana at Lafayette Delegation of Authority Chart

	Document Category	Document Description	Routing Signatures Required								Final Signature(s) Required		
			Dept. Head	Dean/Dir.	Area VP	CIO	Other	Provost	Op. Review	CPO (or Designee)		VPAF	
<b>1</b>	<b>Human Resources</b>												
1.1	Approvals/Requests	Request to Create A New Position (Faculty, Unclassified, Classified)	√	√	√		HR		√			√	President
1.2	Approvals/Requests	Request to Create A New Position (Classified)	√	√	√		HR					√	President
1.3	Approvals/Requests	Requests to Fill Vacant Budgeted Position (Faculty)	√	√	√		HR; Asst. VP for Academic Affairs & Faculty Affairs					√	Provost
1.4	Approvals/Requests	Requests to Fill Vacant Budgeted Position (Unclassified/Administrative)	√	√	√		HR		√			√	President
1.5	Approvals/Requests	Requests to Fill Vacant Budgeted Position (Classified)	√	√	√		HR		√				VPAF
1.6	Approvals/Requests	Permission to Set Own Hours (Annual Memo to VP's & athletic personnel who are ineligible for comp time.)	√	√	√								President
1.7	Approvals/Requests	Approval of Faculty Promotion Recommendations	√	√					√			√	President
1.8	Approvals/Requests	Approval of Sabbatical Awards	√	√					√				President
1.9	Approvals/Requests	Approval of Summer Research Awards	√	√					√				President

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1.10	Approvals/Requests	Approval of Tenure Recommendations	√	√					√				President
1.11	Approvals/Requests	Approval of Wage/Payroll Vouchers for Camps (Athletic)					Continuing Ed Program Coordinator; Director of Auxiliaries; Camps Comptroller						VPAF
1.12	Approvals/Requests	Approval of Wage/Payroll Vouchers for Camps (Non-Athletic)	√	√	√		HR						VPAF
1.13	Approvals/Requests	Approval of Hourly Wage/Payroll Vouchers for Compliance Graduate Assistants (Athletics)					HR; Payroll; Athletic Director						President
1.14	Approvals/Requests	Approval of Monthly Wage/Payroll Vouchers for Compliance Graduate Assistants (Athletics)					Payroll, Athletic Director						President
1.15	Approvals/Requests	Approval of Hourly Wage/Payroll Vouchers for Compliance Graduate Assistants (Academics)	√				HR; Payroll						President
1.16	Approvals/Requests	Approval of Monthly Wage/Payroll Vouchers for Compliance Graduate Assistants (Academics)	√				Payroll						President
1.17	Approvals/Requests	Approval of Visiting Researcher/Scholar	√	√	√								President
1.18	Approvals/Requests	Overtime Requests	√	√	√								VPAF

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1.19	Approvals/Requests	Request for Compensation from Restricted Accounts (Athletic Personnel for Camps)	√	√			Athletic Director					VPAF	
1.20	Approvals/Requests	Request to appoint "acting" or "continuing" department head or other administrative title change such as "interim Dean" (Academic)	√	√	√		HR		√			√	President
1.21	Approvals/Requests	Request to change an existing position ex: rank, title, qualifications, etc. (Faculty & Unclassified)	√	√	√		HR		√			√	President
1.22	Approvals/Requests	Request to change funding for a position (salary increase, account number change)	√	√	√		HR		√ (if Academic)			√	President
1.23	Approvals/Requests	Resignation Acceptance, as recommended by VP or highest authority (Faculty & Unclassified)	√	√	√		HR		√ (if Academic)				President
1.24	Approvals/Requests	Retirement Acceptance (Faculty & Unclassified)	√	√	√		HR		√ (if Academic)				President
1.25	Approvals/Requests	Requests for Sabbatical Leave	√	√	√				√				President
1.26	Approvals/Requests	Request to Abolish an Existing Position (Restricted Funding Source)	√	√	√							√	President

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1.27	Appointments (HR Form)	Academic Appointment (Request for Additional Pay)	√	√	√		HR					Provost
1.28	Appointments (HR Form)	Academic Appointment (Adjuncts)	√	√			HR					Provost
1.29	Appointments (HR Form)	Academic Appointment (Emergency Temporary)	√	√			HR					Provost
1.30	Appointments (HR Form)	Academic Appointment (Graduate Student Teaching)	√	√								Provost
1.31	Appointments (HR Form)	Academic Appointment (Continuing and New)	√	√			HR; Assistant VP for Academic Affairs					Provost
1.32	Appointments (HR Form)	Academic Appointment (Continuing Ed Contract, if required)	√	√	√		HR					Provost
1.33	Appointments (HR Form)	Academic Appointment (Intensive English Program)	√	√			HR					Provost
1.34	Appointments (HR Form)	Academic Appointment (University College)	√	√			HR; University College					Provost
1.35	Appointments (HR Form)	Unclassified Administrative Staff Appointment	√	√	√		HR; Assistant VP for Academic Affairs (if Academic)	√ (if Academic)				President
1.36	Appointments (HR Form)	Academic/Unclassified Appointment (Restricted "R" Accounts)	√	√	√		HR; SPFAC	√			√	President
1.37	Appointments	Appointment of Faculty Member(s) to Serve on Professorship Nominations/Screening Committees	√	√								Provost

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1.38	Appointments	Approval of Recommendations for Summer School Faculty Positions	√	√			HR					Provost
1.39	Appointments (HR Form)	Academic Lab Assistant Appointment Forms	√	√			HR					Provost
<b>2</b>	<b>Facilities / Event Management</b>											
2.1	Catering/Events	Requests to Serve Alcohol (Academic Units)	√	√					√			VPAF
2.2	Catering/Events	Requests to Serve Alcohol (All Other Units/Non-Academic)	√	√	√							VPAF
2.3	Catering/Events	Special Meal Request (through Chrome River)					Requester, Supervisor of Requestor, Supervisor of Supervisor, Comptroller, Organization Owner, LaCarte Approver (if LaCarte used)				√	Travel and LaCarte Manager
2.4	Facilities Use Contracts/Agreements	Facility Usage Agreements (Abdalla Hall, Alumni Center, Angelle Hall, Picard Center, University Art Museum, etc.)	√	√	√		ULPD		√			VPAF
2.5	Facilities Use Contracts/Agreements	Facility Usage Agreements (Outside Facilities)	√	√	√				√			VPAF
2.6	Facilities Use Contracts / Agreements	Interdepartmental Academic Facilities Room Usage (University Departments)	√	√			Registrar					Dean of requested building

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2.7	Facilities Use Contracts / Agreements	Academic Facilities Room Usage (Outside Agency)	√	√			Registrar		√			VPAF
2.8	Facilities Use Contracts / Agreements	Facilities Lease Agreement (Blackham, Athletic Facilities, University Grounds)	√	√			Facility Mgmt; ULPD; Deputy Director/CFO of Athletics (if Athletic Facility); Rec Sports (if rec facility)			√		VPAF
2.9	Facilities Use Contracts / Agreements	Servitude Agreements with City/Consolidated Government								√	√	President
2.10	Facilities Management	Maintenance Work Request Forms	√	√	√							VPAF
2.11	Facilities Management	Requests to Waive Rental or Cleaning Fees for Facility Usage	√	√	√							VPAF
<b>3</b>	<b>Purchases</b>											
3.1	Procurement	Requisitions through Banner Computer Equipment					Banner Approval Process includes Department, Comptroller, Buy In Purchasing					CPO
3.2	Procurement	Requisitions (Laptop/Desktop/Tablets/Printers/Etc.)				√	Banner Approval Process includes Department, CIO, Comptroller, Buy In Purchasing					CPO

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3.3	Procurement	Promotional Items Requests	√	√			Chief Communications Officer in Communications & Marketing						CPO
3.4	Procurement	Purchase Orders											CPO
3.5	Procurement	Sole Source/Emergency Justifications											CPO
3.6	Procurement	Direct Pay Invoices	√	√									CPO
3.7	Procurement	General LaCarte Charges (through Chrome River)					Cardholder; Supervisor of Cardholder; Supervisor's Supervisor; Organization Owner; Comptroller; LaCarte Auditor					√	Travel and LaCarte Manager
3.8	Procurement	Technology License Agreements (for a fee)	√	√		√						√	CPO
3.9	Procurement	Professional Services Contracts					Banner Approval Process includes Department, Comptroller, Buy In Purchasing					√	VPAF
3.10	Procurement	Other Agreements with Outside Companies where University pays a Fee (i.e. Agreements competitively awarded)										√	VPAF
<b>4</b>	<b>Travel</b>												

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4.1	Travel	Approval for Travel (All Academic & Administrative Units, excluding Athletics)					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor				√	Travel and LaCarte Manager
4.2	Travel	Approval for Vice Presidents (Enrollment Management, Research & Student Affairs)					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor				√	Travel and LaCarte Manager
4.3	Travel	Approval for Travel (Athletics)					Athletic Director; Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor; President				√	Travel and LaCarte Manager
4.4	Travel	Prior Approval & Travel Reimbursement Approval for Interviewing Candidates for Vacant Positions					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor				√	Travel and LaCarte Manager
4.5	Travel	Travel Exemption Requests (lodging, meals, rental vehicles, use of state vehicles for out of state travel)					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor				√	Travel and LaCarte Manager
4.6	Travel	Requests to Fund Conference Travel for Non-University Personnel (Restricted Accounts)					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor				√	Travel and LaCarte Manager



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4.7	Travel	Funding Requests for Visiting Speakers (Travel Expenses, Special Meals)					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor					√	Travel and LaCarte Manager
4.8	Travel	Graduate Student Travel (GSO Funding)					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor					√	Travel and LaCarte Manager
4.9	Travel	Travel Requests/Expense Reports for Provost, VPAF, Vice President for University Advancement, Sustainability, Internal Auditor, Campus Diversity, Executive Office Staff					Requestor; Supervisor; Supervisor's Supervisor; Org Owner; Comptroller; Travel Auditor; President					√	Travel and LaCarte Manager
<b>5</b>	<b>Research</b>												
5.1	Contracts/Agreements	Research Proposals for External Funding	√	√	VPR		PI; ORSP; SPFAC	√				√	Provost
5.2	Contracts/Agreements	Research Contracts & Amendments to Research Contracts			VPR		PI; SPFAC	√	√			√	Provost
5.3	Contracts/Agreements	Academic Partner/Industrial Membership Agreement	√		VPR		PI; SPFAC		√			√	Provost
5.4	Contracts/Agreements	Collaborative Research Agreement			VPR		PI; SPFAC (if assoc w/ sponsored program)		√			√	Provost
5.5	Contracts/Agreements	Confidentiality/Non-Disclosure Agreement			VPR		PI; SPFAC (if assoc w/ sponsored program)	√	√			√	President
5.6	Contracts/Agreements	Consortium Agreement			VPR		PI; SPFAC (if assoc w/ sponsored program)		√			√	Provost

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5.7	Contracts/Agreements	Cooperative Research Agreement			VPR		PI; SPFAC	√	√		√	Provost
5.8	Contracts/Agreements	Data Sharing/Use Agreement			VPR		PI; SPFAC (if assoc w/ sponsored program)		√		√	Provost
5.9	Contracts/Agreements	Interagency Personnel Agreement (IPA)			VPR		PI; SPFAC	√	√		√	President
5.10	Contracts/Agreements	License/Option Agreement			VPR		PI; SPFAC (if assoc w/ sponsored program)		√			President
5.11	Contracts/Agreements	Master Services Agreement (MSA)			VPR		PI; SPFAC (if assoc w/ sponsored program)	√	√		√	Provost
5.12	Contracts/Agreements	Material Transfer Agreement (MTA)			VPR		PI; SPFAC (if assoc w/ sponsored program); Biohazard/ Radiation Committee (if applicable)	√	√		√	Provost
5.13	Contracts/Agreements	Memorandum of Understanding (MOU)			VPR		PI; SPFAC	√	√			President
5.14	Contracts/Agreements	Non-Intrusive Right of Access			VPR		PI; SPFAC (if assoc w/ sponsored program)		√			President
5.15	Contracts/Agreements	Research Reports Financial/Technical (Final, Annual, Interim)					SPFAC					Provost
5.16	Contracts/Agreements	Service Agreement					PI; SPFAC	√	√		√	Provost
5.17	Contracts/Agreements	Sponsored Research Agreement (SRA)			VPR		PI; SPFAC	√	√		√	Provost
5.18	Contracts/Agreements	Subaward/Subcontract			VPR		PI; SPFAC	√	√		√	Provost
5.19	Contracts/Agreements	Teaming Agreement			VPR		PI; SPFAC (if assoc w/ sponsored program)		√			President

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5.20	Contracts/Agreements	Cooperative Endeavor Agreement			VPR		PI; SPFAC	√	√		√	President
5.21	Contracts/Agreements	Interagency Agreements/ Intergovernmental Agreements			VPR		PI; SPFAC	√	√		√	President
<b>6</b>	<b>Other Legal Documents</b>											
6.1	Contracts/Agreements	Affiliation Agreements with Other Universities (Domestic & International)	√	√	√			√	√ (if non-U-approved template/changes to U template)			President
6.2	Contracts/Agreements	Affiliation Agreements with Medical Facilities (Student Clinicals)	√	√	√				√ (if non-U-approved template/changes to U template)			Provost
6.3	Contracts/Agreements	Agreements with Outside Companies	√	√	√				√			VPAF
6.4	Contracts/Agreements	Interagency Agreements/ Intergovernmental Agreements	√	√	√				√		√	President

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6.5	Contracts/Agreements	Internship Agreements	√	√						√		Provost	
6.6	Contracts/Agreements	Cooperative Endeavor Agreements	√	√	√					√		√	President
6.7	Contracts/Agreements	Athletic Director & Athletic Coaches Contracts						Athletic Director (for coach contracts)		√			President
6.8	Contracts/Agreements	Athletic Contracts (Game Day Agreements/ Guarantees)						Athletic Director		√	√ (if attached to a requisition)	√	President
6.9	Contracts/Agreements	Title 38 Public Works Contracts & Change Orders									√		VPAF
6.10	Contracts/Agreements	Technology License Agreements (free/donated)	√	√		√	Advancement			√			VPAF
<b>7</b>	<b>Other Documents</b>												
7.1	Other	STEP Funding Proposals	√	√	√	√							President
7.2	Other	Foundation Warrants (Non-Academic)	√	√	√			Assistant VP Financial Services				√	VPAF & President
7.3	Other	Foundation Warrants (Academic)	√	√	√			Assistant VP Financial Services	√				VPAF
7.4	Other	Authorization of use of "Official University Event Day" at the Cajundome	√	√	√								President
7.5	Other	Start Up Funds	√	√	√								VPAF

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7.6	Other	University Employees "Disclosure of Outside Employment"	√	√	√						√ (if "Yes" is selected on any question)		President (as necessary)
7.7	Other	NCAA - Athletic Employee "Disclosure of Outside Employment"					Athletic Director						President
7.8	Other	Approval to Host Summer Camps (Athletics)					Camp Coordinator, Continuing Education Coordinator, NCAA Compliance Office, Director of Auxiliaries, Athletic Director					√	President
7.9	Other	Approval to Host Summer Camps (Non-Athletics)	√	√	√							√	President
7.10	Other	Permission to Schedule University Courses (UL Faculty/Staff)	√	√									Area Vice President
7.11	Other	Course Assessment & Application Fees (addition, increase, etc.)	√	√					√			√	President

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7.12	Other	University Policies (as stated in the Policy on Policies)	√		√		University Council		√ (if Academic)	√			President
7.13	Other	Delegation of Authority, Amendments to Delegation of Authority								√			VPAF & President
<b>8</b>	<b>Additional Clarifications</b>												
8.1	This Delegation of Authority Chart governs all University delegations of authority and supercedes any and all previous delegations in writing, oral, or otherwise.												
8.2	No delegations of authority for signing any University documents other than those listed in this chart are valid, unless state law explicitly provides that a particular position is one with authority to sign specific documents on behalf of the University.												
8.3	Operational Review is the custodian of this Delegation of Authority Chart. Any amendment, alteration, variation, modification, or waiver to the authorities delegated pursuant to this Delegation of Authority Chart must approved consistent with Section 7.13 herein.												
8.4	All Documents and Agreements signed on behalf of the University must be signed by someone with signature authority. Unless stated above, all contracts/proposals/agreements must be signed by the President.												
8.5	Certain documents also require UL System Board approval. Consult Operational Review for more information.												
8.6	Questions regarding routing information, signature authority, or other documents not listed in this chart should be directed to Operational Review.												
8.7	Approval routing for Athletics must always include the President in place of the Area VP or as Final Signature Required.												
8.8	This chart indicates all routing SIGNATURES required. Where applicable, additional review/consultation with other relevant departments should be made even if signature is not required. For example, consultation of OIM where IP is involved, consultation of CIO/Information Security where there are data concerns, etc.												
8.9	Valid signatures are required for all of those listed signatures required in this chart.												
	8.9(a). Stamped signatures are generally not permitted. Exceptions to this rule should be discussed with Operational Review so that appropriate documentation and approvals occur. Written authorization of the person authorized to stamp a signature must: (1) be routed through Operational Review; (2) detail the types of circumstances and types of documents in which the stamp may be used; (3) be executed by the person whose signature will be stamped and by the person authorized to use the stamp, (4) be approved by VPAF, and (5) be kept on file in Operational Review. Where appropriate approvals and documentation for stamped signatures are in place, the person authorized and stamping the name must initial by the stamped signature.												
	8.9(b). In certain situations further delegations of authority are permitted, such as when the required signatory is on extended leave. Any such situations should be discussed with Operational Review so that authority for these signatures are properly documented and approved.												

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8.10		Where a department is listed, the head/director of that department is the required signatory unless otherwise noted.									
8.11		Abbreviations used in this chart are defined below:									
		CIO is the Chief Information Officer.									
		CPO is the Chief Procurement Officer.									
		HR is Director of Human Resources									
		PI is the Principle Investigator									
		U means University									
		VPAF is the Vice President for Administration and Finance									
		VPR is Vice President for Research									

Approved by:



8/12/2019

Jerry Luke LeBlanc

Date

Vice President for Administration & Finance



8/14/19

Dr. E. Joseph Savoie

Date

President

MDB