



March 2024

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, may 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 Kendra Maier in the Office of Legal Affairs.

Purchasing Contracts

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 contracts derives from delegation from the Board of Regents under Chapter 36 of the Wisconsin statutes. Chancellor Jennifer Mnookin, Provost Charles Isbell, 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 Kendra Maier 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 (ASSAs)	Lori Voss, Hartley Murray
Athletics assistant coach employment contracts and extension letters*	Chris McIntosh, Jeff Schmidt
Clinical trial agreements	Cynthia Czajkowski and as indicated in Attachment A: [link]
Change orders related to Dept. of Administration construction subcontracts	Cindy Torstveit
Commercial/business use agreements	Charles Hoslet
Entertainment agreements (Union events)	Susan Dibbell, Heidi Lang
Equipment loans, gifts, and sales	Lea Erickson, Cha Ying Lor
Export control agreements; export license applications	John Miller, Bethany Nelson
International affiliation agreements, cooperation agreements with foreign institutions	Frances Vavrus

Contract Type	Appropriate Signer(s)
Sponsored Research/Research Support/Extramural Support Activities: proposals, agreements, contracts, non-disclosure agreements, material transfer agreements, fee-for-service agreements, research facility use agreements, etc.	Cynthia Czajkowski and as indicated in Attachment A: [link]
Human subjects research compliance agreements	Nadine Connor
Agreements relating to management of Cooperative Extension, Public Media, Department of Labor	Rob Cramer, David Honma
Facility/Space Use Agreements-	
-General Facilities/Space	Cindy Torstveit, 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)	Mark Guthier
Federal Inventor Petition forms	Kristin Harmon, Lee Jankoski
Financial aid agreements	Derek Kindle
Game Guarantee Contracts*	Chris McIntosh, Jeff Schmidt
Gifts to the university (related documents)	April Cook
Leases of external space	Brent Lloyd
Medical Training/Presentation Agreements	Heidi Conrad
Health Sciences Agreements (Other) [#]	Heidi Conrad
Public Safety, Police Services Agreements	Brent Plisch
Purchases	Lori Voss, Purchasing Agents as indicated in Attachment B: [link]
Suite and Seat License Agreements	Chris McIntosh, Jeff Schmidt

Contract type	Appropriate Signer(s)
State Laboratory of Hygiene non-purchasing agreements [%]	James Schauer
Trademark licensing agreements	Charles Hoslet
University Press non-purchasing contracts	Dennis Lloyd
Utility company contracts ⁺	Cindy Torstveit
Veterinary Diagnostic Laboratory non-purchasing agreements [%]	Keith Poulsen
Author/License agreements for the Wisconsin Law Review; the Wisconsin International Law Journal; the Wisconsin Journal of Law, Gender, & Society; and the Journal of American Constitutional Law	Susannah Tahk

* So long as the value of the contract is less than \$2,000,000 when made with a for-profit entity.

Limited to educational grants and equipment loans on behalf of the School of Medicine and Public Health and the UW–Madison Interprofessional Continuing Education Partnership; student educational affiliation agreements for UW–Madison health professions programs; residency program letters of agreement for the Department of Family Medicine and Community Health; consulting agreements for 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.

% Limited to Fee-For-Service agreements and other agreements, grants, contracts, and leases; Research contracts must be signed by Research and Sponsored Programs.

+ So long as the cumulative dollar amount for such contract is less than \$500,000

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 Vice Chancellor Rob Cramer. Again, if the proper university signatory is unclear, contact either Nancy Lynch or Kendra Maier 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 is from \$5,000,000.00 to \$10,000,000.00 must be approved by the UW–Madison Chancellor and UW System President. Contracts with for-profit entities that exceed \$10,000,000.00 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 Rob Cramer and the Office of Legal Affairs as soon as you become aware of a contract that will require Board approval.

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.