

SECTION 2: PURCHASING AUTHORITIES AND CODE OF CONDUCT

SUBJECT: DELEGATED AUTHORITY PROCEDURE 2.4

POLICY: University of Washington Procurement Services has delegated authority to buy goods and services for the University. This authority has been delegated by the Board of Regents¹ through the President² to the Director of Procurement Services (“Director”).

The Director has the authority to execute any instruments related to the acquisitions of goods and services, where the anticipated cost or value to the University is less than \$15,000,000. However, when the cost or value to the University exceeds \$5,000,000 and is less than \$15,000,000 the Director is required to report any execution of such instruments to the Board of Regents no less often than quarterly after approval and execution of such instrument. When the ultimate aggregate cost for instruments relating to the acquisition of goods and services on a continuing or intermittent basis (e.g. rental, service, or supply contracts) is not known to the University in advance, the amounts set forth in this paragraph shall be calculated on a per month basis.

The Director may also delegate the authority to execute purchases of goods and services to individual purchasing professionals. Each purchasing professional may make purchases up to the amount of purchasing authority delegated to the individual by the Director.

PROCEDURES:

The assigned purchasing professional shall be responsible for accomplishing all tasks, documenting the file, and preparing the contract regardless of dollar amount.

When any purchase, is going to exceed the delegated authority for the purchasing professional preparing the contract, the completed purchase file will be referred to the next level of supervision for review prior to issuing the purchase order and/or contract award. The next level review and approval shall be documented in accordance with the order method used to generate the order or contract. Amendments and extensions which increase the dollar total and/or make substantive changes to the terms and conditions shall be reviewed by the purchasing professional. If the amendment and/or extension will cause the value of the purchase order and/or contract to exceed the purchasing professional’s delegated authority, it will be referred to the next level of supervision for review prior to issuing the amendment and/or extension. The purchasing professional shall prepare a summary of changes requiring next level review and approval.

¹See: [Board of Regents Governance, Standing Order No.1, Subsection 6.B.](#)

²See: [UW Presidential Orders, Administrative Order No. 1, Subsection 1.G.](#)

All purchases in excess of \$5,000,000 must be reported to the Director as soon as the estimated value is known to enable the Director to report the purchase to the Board of Regents. Purchases in excess of \$15,000,000 require specific delegation of authority from the Board of Regents prior to making the purchase. Lead time for scheduling a purchase item for Regents review and delegation is six to eight weeks.