**Department Information** This section is to document the department organizational number(s) and description(s) (ie. titles) applicable to the Designation and/or Delegation.

**Department Organization Number & Description**: Choose the appropriate department organization number and description from the drop-down list.

*Authority Over an Entire 3rd Level Division*: Individuals, such as those at the Dean level, who will have authority over all departments that are within a certain 3rd level college/division should choose the appropriate third level department organization number and description, then choose “ALL” in the boxes calling for 5th level information.

*Authority Over an Entire 2nd Level Division*: Individuals, such as those at the Vice President level, who will have authority over all departments that are within a certain 2nd level division should choose the appropriate second level department organization number and description, then choose “ALL” in the boxes calling for 5th level information.

**Section A: Designation to Commit Department Funds as Specified Below**

This is an internal, designated authority to review and approve an intended expenditure of department funds (i.e. to provide internal approval to proceed with a department purchase.)

**No training**: No training is required to exercise Designation to Commit Department Funds. These designations are provided by, and at the discretion of, the department Budget Authority. However, the Designation is not a delegation of signature authority to sign contracts. If you wish to obtain delegation of signature authority, you must complete Section B1 or Section B2.

Please remember: Section A must be completed if you intend to also seek signature authority under Sections B1 and/or B2.

To complete this section:

1. Select the appropriate box for the level of commitment of funds allowed: $5,000; $25,000 or Unlimited.
2. Select the box indicating whether the designation will apply to all department indices or only the ones identified. If the box indicating only the following index(es) is marked, insert all applicable indices in the space provided below.

**Section B1: Authorization for Level 1 Contracting Authority as Specified Below**

Level 1 Contracting Authority (L1CA) is the delegated authority to purchase goods and related trade services with a value of less than or equal to $5,000 using the following purchase instruments:
• UO Purchase Order
• Invoice (purchases made via phone or in writing without a purchase order)
• Banquet Event Orders under existing PCS approved contract
• Honorarium Contract Form

L1CA does not include the authority to purchase personal services or to sign any other agreement or contract other than the above listed purchasing instruments. For further clarification, please visit our webpage for Commitment of Funds and Delegated Contracting Authority: https://pcs.uoregon.edu/content/commitment-funds-and-delegated-contracting-authority

To complete this section:

1. Mark only one of the two boxes.
   a. If selecting the second box, please list all indices applicable in the space provided.

Section B2: Authorization for Level 2 Contracting Authority as Specified Below

Level 2 Contracting Authority (L2CA) is the delegation of signature authority to sign specific PCS approved UO templates that have a value of less than or equal to $25,000 using the following purchasing instruments:

• UO Purchase Order
• Invoice
• Personal Services Contract
• Facility Use Agreement
• Banquet Event Order under an existing PCS approved contract
• Incoming Property Loan Agreement
• Honorarium Contract Form

Please Note: Individuals seeking Level 2 Contracting Authority must be an Officer of Administration and have a position title of department manager or higher.

L2CA does not include the authority to sign vendor contracts, form agreements (other than PCS approved UO templates), or modified PCS approved UO templates. For further clarification, please visit our webpage for Commitment of Funds and Delegated Contracting Authority: https://pcs.uoregon.edu/content/commitment-funds-and-delegated-contracting-authority

To complete this section:

1. Mark only one of the two boxes.
   a. If selecting the second box, please list all indices applicable in the space provided.
2. For L2CA only, the employee must be an Officer of Administration (OA) in a management level position.
3. Click the box: I certify that I am an OA

Section C: Completed Requirements
If you do not complete this section, PCS will assume you have not completed any training.

To complete this section:

1. Enter your training dates in the spaces provided.
   a. To see a listing of completed training dates, please use the following steps:
      i. Click the following link to open the PCS, Employee Only Information page: https://pcs.uoregon.edu/content/employee-only-information (you must log-in with your Duck ID)
      ii. Choose the spreadsheet called Report-Training by Employee
      iii. Look up your training dates. There is a separate tab designated for each type of training. (Keyboard Shortcut- Ctrl F will allow you to search)

Section D: Authorization Effective Date/Time Period
Authorization Effective Date/Time Period: If the authorization will be limited to a specific time period, enter an expiration date. If the authorization will not be limited to a specific time period, then do not change any dates. By default, the database fills in today’s date to make the form effective from the date you save and perpetually thereafter. The form will then be valid until PCS is notified by the department that it wishes to modify or terminate the authorities granted.

Employee Signature
To complete this section:

1. Type your name and title in the box titled, Employee Name and Title (Print)
2. Under the title, Employee Signature, click the circle to indicate that you certify the above information is accurate and complete
3. In the Date box, enter today’s date. The required date format is xx/xx/xxxx
4. If you are completing this form for another employee, enter their Duck ID in the box titled, Submit on behalf of. If this is your own form, do not enter anything in this box.
   a. If you are completing this form for another employee, you will need to enter your name into the Employee Signature box in order to save the form – Please enter your name and the text ‘PLACEHOLDER’
5. If you are completing a form someone submitted on your behalf, review the form for accuracy and complete the following:
   a. Type your name and title in the box titled, Employee Name and Title (Print)
b. Under the title, **Employee Signature**, click the circle to indicate that you certify the above information is accurate and complete.
c. In the **Date** box, enter today’s date. The required date format is xx/xx/xxxx
d. Scroll to the bottom of the form and click Save/Submit

6. In the box titled **Select Budget Authority**, type in your Budget Authority’s Duck ID (e-mail name). This will be the Dean, Director, or Department Head over the area in which you are requesting authority for.
   a. Once you start typing your Budget Authority’s Duck ID, it will become a drop down selection. If the Budget Authority’s Duck ID that you’ve chosen does not appear as a drop down selection, they may not be a Budget Authority. Only a Dean, Director or Department Head can be named here. (email name- e.g. dmundra). If you believe there is an error with this list, please let PCS know.

7. Scroll to the bottom of the form and click save/submit. By clicking save/submit; your approval of this request will be transmitted to the indicated Budget Authority for approval.

**NOTE:** If the Department Approval Authorization Form is granting authority for a Department Budget Authority or a person holding a higher position, the Department Budget Authority or person holding a higher position, must complete the area for Employee Signature. His/her supervisor will use the area for Budget Authority. **No individual is allowed to approve both sections on their own form.**

**Budget Authority**

Only if you are a Budget Authority filling out your own **Department Approval Authorization form**, will see this section;

So, to complete this section:

- **DO NOT** certify the information above.
- **DO** insert your Budget Authority’s Name and Title. The form will error if you don’t.

**Purchasing and Contracting Services**

The Director of PCS will approve the Authorization validating the designation and/or delegation of authority indicated for the above named UO employee.

If you have any questions, please contact Holly Stutz at the following:

E-mail:  hss@uoregon.edu
Phone:  541-346-5839