



October 1, 2024

Chairs, Directors, Associate/Vice Deans
College of Engineering

Subject: FY2025 Delegated Authority to approve UoW Food Form 1798

I am writing to acknowledge the following:

- 1) Chairs, Directors, Associate/Vice Deansⁱ with budget authority have delegated authority to provide approval on the UoW Food Form 1798;
- 2) Academic Unit Leaders are authorized to delegate the same authority to unit Administrators if deemed beneficial to the unit's overall operations. Such delegation, if granted, must be documented and reviewed annually.
- 3) Non-Academic Unit Leaders (i.e. Research Centers/Institutes) are authorized to delegate the same authority to unit Administrators/program leads if deemed beneficial to the unit's overall operations. Such delegation, if granted, must be documented and reviewed annually.

Please be mindful that all authorizers of the UoW food form are expected to be familiar with applicable university policy. If using sponsored (grant & contract) funds, please adhere to all sponsor policies and award terms and conditions. If an exception applies, please include sponsor's written approval with purchase and reimbursement records. Current policy is available here:

<http://f2.washington.edu/fm/food-approval>

Sincerely,

Nancy Allbritton
Frank & Julie Jungers Dean of Engineering
Professor of Bioengineering

cc: Kojay Pan, Associate Dean of Finance & Operations
COE Administrators,
Assistant to the Chairs/Directors, Associate/Vice Deans

ⁱ Chairs/Directors referenced herein include direct reports of the Dean only. Associate Chairs reporting to Academic Unit leaders should follow established protocol in their respective unit. Directors referenced herein include direct reports of the Dean only. Directors reporting to Chairs or Associate/Vice Deans should follow established protocol in their respective unit.