Signature Authority

All written agreements with external entities—under which those entities provide the university with goods or services or the university provides them with goods or services—may only be signed by individuals authorized by the Board of Regents. At UW-Extension, those individuals include the people listed below.

Steve Wildeck  Vice Chancellor for Administration and Finance
Mark Dorn  Assoc. Vice Chancellor for Admin. and Financial Services
Margaret Erickson  Controller
Rhonda Loger  Purchasing Director (Limited to Purchasing Contracts)
Jordon Ott  Director of the Office of Extramural Support (Limited to signing proposals, agreements, contracts, etc. related to extramural support activities)

Written agreements include purchase orders, contracts, memorandums of understanding and any other written pledges that commit resources of the university. Verbal agreements are not permissible.

If you are involved in developing a contract, please contact the following UWEX Business Services Office staff:

Academic Support Services Agreements (ASSA)  Tricia Johnson (608-262-1979)
                                                Rhonda Loger (608-262-0164)
Extramural Support  Jordon Ott (608-890-4534)
                                                Angela Machovec (608-890-1128)
                                                Suzanne Samuelsen (608-265-5917)
                                                Eric Steberl (608-262-6636)
Fee for Services Contract/Incoming Funds  Suzanne Samuelsen (608-265-5917)
Inter-Institutional Agreements (IIA)  Tricia Johnson (608-262-1979)
Payment to Individual Report (PIR)  Tricia Johnson (608-262-1979)
Purchasing or Revenue Generating Procurements  Rhonda Loger (608-262-0164) or Mike Morris (608-262-1796)