Delegation of Authority (DA)

Delegator Approval Instructions

1. After the delegate submits a request, it is ready for approval by the delegator.
   a. An automatic email notification is sent to the selected delegator to let them know when a request is waiting for their approval.
   b. Instructions to the delegator are included in the automatic email notice.

2. Go to https://pirateport.ecu.edu/portal/. Log in using your pirateid and password.

3. Under the Employee Menu, click “Delegation of Authority”.

4. The section at the top of the Delegation of Authority menu allows the delegator to filter the requests displayed. In the first image below the Status filter is set to “SUBMITTED”. This limits the displayed requests to the actions the delegator needs to approve. This option may save time.

   - If the Status filter is set to ANY, then all requests where this person was the delegate or delegator including active, terminated, pending, signed, or submitted requests are displayed.
5. Authority Scope – ***VERY IMPORTANT*** If the person receiving authority on this request needs to further delegate signature authority within the organizational structure, then the delegator must change this selection from “No (RESTRICTED)” to “Yes (OPEN)”. If nothing is changed the delegate on this request is allowed to approve transactions but not give others authority to sign. The default is NO (RESTRICTED). Only the Delegator (approver) can make this selection change. Located at the bottom of the request.

6. Review organizations requested to determine if appropriate for delegate.
7. Review transaction type(s) requested to determine if appropriate for delegate. Yes should be selected for the primary approver. Future electronic forms or processes will use the primary field to determine the person to route to for approval.

Selected Authority Item(s):

8. Review the link to the Guidelines for the Delegation of Authority Form and click the “I certify button”. Please note the approval of a delegate does not relieve the disbursing authority of the ultimate fiscal responsibility and accountability of funds under his or her control. By appointing others to sign on his or her behalf, the disbursing authority is not delegating responsibility but merely providing the authorization to approve transactions.
9. Selecting the **“Approve Delegation”** button is the last step for the delegator.

Unless there is a problem, the delegator should select Approve Delegation. All the options that can be selected are listed below.

   a. **Cancel** – To get out of the request and do nothing.
   b. **Update** – Changes to the request will be saved.
   c. **Approve Delegation** – Request is complete and automatically forwarded to Division approver.
   d. **Terminate Request** – approval is not appropriate.

**Helpful Tips**

**Adding a new Vice Chancellor record to the System**

When turnover occurs at the Vice Chancellor level, only the System Administrator may add the VC authority. The Division should notify the System Administrator when this is needed. As of November 2022 the administrator can be contacted at syscoord@ecu.edu or 328-2475.