

Delegation of Authority (DOA) – Frequently Asked Questions

What should I do with matters already in progress (“Matters in Flight”)?

If an item was approved before the DOA was implemented but no agreement has been signed or expenditure made, you must confirm that all required approvals under the DOA are now in place before proceeding. The agreement should also be reviewed by the Legal team.

Are the amounts listed in the DOA in U.S. dollars or another currency?

All monetary thresholds in the DOA are in U.S. dollars (USD) and represent annual spend.

How should I handle contract renewals and auto-renewal clauses?

Avoid auto-renewal clauses whenever possible. If an existing contract includes an auto-renewal, the business owner must obtain fresh approvals under the DOA before the renewal notice period begins.

What’s the difference between “Authorized Signatories” and “Approvers”?

Authorized Signatories are individuals who may sign agreements on behalf of the company. Approvers are individuals who may approve expenditures or commitments under the DOA. Unless the DOA specifically indicates otherwise, a signatory is not automatically an approver. Note: Corporate directors of each legal entity are authorized to sign contracts in addition to those listed in the “Authorized to Sign” column.

What does “EXEC” mean in the DOA?

“EXEC” refers to a member of the Executive Leadership Team (ELT) who reports directly to the CEO. When seeking approval, submit your request to the EXEC responsible for the relevant area—for example, marketing matters go to the Chief Growth Officer.

What should I do if an approver is unavailable?

If an approver is unavailable, you may escalate the approval to their supervisor. For example, if a VP is unavailable, escalate to their manager.

How should approvals be documented?

All approvals must be in writing. You may use email to document approvals. An electronic approval system is currently in development—further details will be shared once available.

Can I delegate my approval or signing authority to someone else?

Generally, you may delegate authority only upward—to your supervisor or an EXEC team member—and the delegation must be documented in writing. Delegating downward (to a subordinate) is only permitted with written approval from the Chief Legal Officer (CLO) or the CEO.

Other questions

If your question is not addressed in the FAQ above, please contact any member of our legal team for assistance at sheilaflaherty@cloudonedigital.com, emilybabalas@cloudonedigital.com, amandaalonefti@cloudonedigital.com or staceyarmeftis@cloudonedigital.com.