DA 0777

February 1, 2011

VICE CHANCELLOR – ADMINISTRATION & FINANCE

Re: Delegation of Authority 0777 – Policy Regarding Employee-Vendor Relationships

In accordance with President Saxon’s letter to Chancellors et al, of March 25, 1983 regarding DA 0777 – Policy Regarding Employee-Vendor Relationships, I am re-delegating to the position of Vice Chancellor – Administration & Finance the responsibilities described in the attached Policy regarding Employee – Vendor Relationships revised August 19, 1982. This includes approval of exceptions to this policy upon determination that there are unusual or extenuating circumstances.

This re-delegation, which supersedes the re-delegation of March 1, 2006 to VC – Business and Administrative Services, shall become effective immediately. This authority may NOT be re-delegated.

The Executive Vice President – Business Operations is responsible for appropriate changes in BUS-43, Materiel Management, the Business and Finance Bulletin which provides implementing language.

Yours sincerely,

Robert J. Birgeneau

Attachments

cc: Executive Vice President - Business Operations N. Brostrom
Vice President and General Counsel for Legal Affairs C. Robinson
Acting Treasurer of the Regents M. Berggren
Associate Chancellor B. FitzPatrick
Chief Campus Counsel C. Patti
Director – Audit & Advisory Services W. Riley
Campus Delegations Coordinator C. Major
September 21, 1983

CHANCELLORS
LABORATORY DIRECTORS
MEMBERS, EXPANDED PRESIDENT'S COUNCIL

Dear Colleagues:

On August 11, 1982 President Saxon issued a revised Compendium of Specialized University Policies, Guidelines, and Regulations Related to Conflict of Interest. At the same time, he delegated to me the responsibility for issuing future revisions or updates to this Compendium.

Attached is a new page 5 to the Compendium, which reflects the issuance on August 19, 1982 of a revised policy regarding Employee-Vendor Relationships. The revisions to this policy regard delegation of authority only.

Please make this change to the Compendium available to all interested parties, so they will have reference to the correct issuance date of the above policy.

Sincerely,

[Signature]

Archie Kleingartner
Vice President

Attachment

cc: President Gardner
Principal Officers of The Regents
Chair, Academic Council
Chair, University Committee on Academic Personnel
Conflict of Interest Coordinator Crooks
Chair, Council of UC Staff Assemblies
Chair, Student Body President's Council
Conflict of Interest Coordinators
Chairs, Independent Review Committees
15. Policy Regarding Employee-Vendor Relationships (August 19, 1982)*.

Summary: Goods or services shall not be purchased from a University officer, employee, or near relative unless there is a specific determination that the goods or services are not available otherwise.


Part 2: Responsibility and Authority, Section X (p. 15), Personal Purchases.

Summary: University credit, purchasing power, and facilities are used for the purchase of goods and services that relate directly to University business and should not be used to purchase material for individual or non-University activities.

Organizations and activities closely allied to or officially associated with the University (such as faculty club or ASUC), with the approval of the Chancellor, may be permitted to purchase materials that are not subject to Federal tax from campus storehouses.

Part 9: Employee Vendor Relationships, (pp. 35-37).

Summary: Separation of Interest—It is the policy of the University to separate an employee's University and private interests and to safeguard the University and its employees against charges of favoritism in acquisition of goods and services.

Conflict of Interest - The State of California Political Reform Act prohibits an employee from making or participating in the making of a decision if there exists a financial conflict of interest. Requirements governing such decision-making are set forth in the University's Conflict of Interest Code and shall be observed in purchases of goods and services by the University.

Determination—No purchase, lease of goods, or contract for service shall be made from any employee or near relative unless there has been a specific determination by the Materiel Manager or designee that the goods or services are not available either from commercial sources or from the University's own facilities.

Inspection—The responsible administrative officer or representative whenever necessary to ensure an understanding of facts presented shall inspect the business premises and records of an employee-vendor or near relative-vendor from whom the University is considering acquiring goods or services.

* Revision
Delegation of Authority—Policy Regarding Employee-Vendor Relationships

Effective immediately, you are delegated the responsibilities described in the attached Policy Regarding Employee-Vendor Relationships revised on August 19, 1982. Each of you is authorized to approve exceptions as provided in the policy and to redelegate this authority to a specific designee; the authority may not be further redelegated. Any redelegation of this authority by Chancellors, Laboratory Directors, and the Vice President—Agriculture and University Services shall be in writing with copies to the Vice President—Financial and Business Management and the Assistant President—Coordination and Review. Any redelegation by the Vice President—Financial and Business Management shall be in writing with copies to the Assistant President—Coordination and Review.

This supersedes the August 19, 1982 delegation on this subject.

The Vice President—Financial and Business Management is responsible for appropriate changes in BUS-43, Materiel Management, the Business and Finance Bulletin which provides implementing language.

David S. Saxon
President

Attachment

cc: Members, President’s Administrative Council
    Principal Officers of The Regents