

DA 2100

August 28, 2014

ASSOCIATE VICE CHANCELLOR – FINANCE AND CHIEF FINANCIAL OFFICER

RE: Delegation of Authority 2100 – Execution of Purchase contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods and Services to be Supplied to the University

In accordance with authority delegated to Chancellors by President Atkinson on June 11, 1998 and the re-delegated authority given to me as Vice Chancellor – Administration & Finance on February 1, 2011, I am re-delegating to the position of Associate Vice Chancellor – Finance and Chief Financial Officer, the authority for DA 2100, Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods, and Services to be Supplied to the University, provided that:

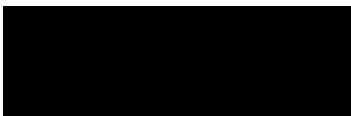
1. Purchase contracts, subcontracts, or standard purchase orders are issued in accordance with University policy and with procedures specified in the Business and Finance Bulletin BUS-43;
2. Funds are available;
3. If required, approval of the contracting agency is secured; and
4. Prior approval is obtained from the Treasurer of The Regents for any acquisition or lease/purchase which contemplates or will result in the issuance of Certificates of Participation in order to provide funding for the transaction.

Approval as to form must be obtained from the General Counsel for any purchase contract other than that made on the standard purchase order form or for any change in the standard terms and condition.

This delegation confirms that you are the campus Materiel Manager and, as such, may re-delegate this authority to individuals under your supervision. If you wish to re-delegate this authority to individuals outside your supervision, you will need to obtain approval from the Executive Vice President/Chief Financial Officer at the Office of the President.

This authority may be re-delegated with the understanding that the re-delegation should be limited to appropriate levels of authority. Your re-delegations should not allow further re-delegation and should follow the re-delegation guidelines found at <http://compliance.berkeley.edu/re-delegation-guidelines-administrative-officials>. All re-delegation letters must be sent to the Office of Ethics, Risk and Compliance Services (delegations@berkeley.edu). The Campus Delegations Coordinator will upload your re-delegations to the official delegations web site, enabling the campus to know who is responsible for what.

Please contact Campus Delegations Coordinator Janice Hing in the Office of Ethics, Risk and Compliance Services at 643-9318 or jhing@berkeley.edu with any concerns or questions you may have regarding this delegation of authority.


John Wilton
Vice Chancellor – Administration & Finance

Attachments: Atkinson letter dated June 11, 1998

Cc: Campus Delegations Coordinator Janice Hing
Chief Campus Counsel Christopher Patti
Chief Audit Executive Wanda Lynn Riley

JD 70100912

university 7

BOUND FOLDER

DA 2100

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OFFICE OF THE CHANCELLOR		
NAME	DATE	INITIAL
Berdahl	6/17	RMB
Mitchell	6/17	DM
Coley/McGill/Tuan	6/18	fyh
delegation binder		

1111 Franklin Street
Oakland, CA 94607-5200
Phone: (510) 987-9074
Fax: (510) 987-9086
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June 11, 1998

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* contracts
* delegation
* equipment

CHANCELLORS
LABORATORY DIRECTORS

Delegation of Authority--Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods, and Services to be Supplied to the University

The Regents' Bylaw 5.1 sets forth the authority of The Regents with regard to the purchase of materials, goods, and services. The Regents' Standing Order 100.44 (dd) specifies the authority of the President of the University in connection with the execution of various contracts and documents.

Subject to Regents' Bylaw 5.1 and Standing Order 100.4 (dd), you are delegated authority to execute purchase contracts, subcontracts, and standard purchase orders for materials, goods, and services, provided that:

1. purchase contracts, subcontracts, or standard purchase orders are issued in accordance with University policy and with procedures specified in the Business and Finance Bulletin;
2. funds are available;
3. if required, approval of the contracting agency is secured; and
4. prior approval is obtained from the Treasurer of The Regents for any acquisition or lease/purchase which contemplates or will result in the issuance of Certificates of Participation in order to provide funding for the transaction.

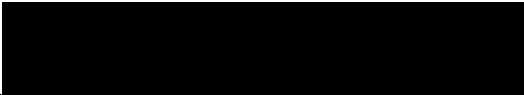
The above authority may be redelegated to the campus administrative officer responsible for purchase of all materials, goods, and services. This authority may be further redelegated to the University Librarian for the purchase of library collections in all formats, and to the Materiel Manager for all other materials, goods, and services. Redelegation of this authority shall be in writing, with copies to the Senior Vice President--Business and Finance, the General Counsel and Vice President for Legal Affairs, and the Special Assistant--

Coordination & Review. Any redelegation of these authorities to other than the University Librarian or Materiel Manager shall have the prior approval of the Senior Vice President--Business and Finance, except that the University Librarian and Materiel Manager may redelegate this authority to individuals under their supervision without obtaining such approval or providing copies to the above University officials.

The Senior Vice President--Business and Finance is responsible for administration of the University Materiel Management program in accordance with University policy and the provisions concerning this subject set forth in the Bylaws and Standing Orders of The Regents.

Approval as to form must be obtained from the General Counsel for any purchase contract other than that made on the standard purchase order form or for any change in the standard terms and conditions. The Senior Vice President--Business and Finance shall approve any change in the content of the standard purchase order form, purchase requisition, and request for quotation.

This delegation is effective immediately and supersedes the June 19, 1995 delegation to Chancellors and Laboratory Directors on the same subject (DA 2045), and the June 19, 1995 delegation to the Senior Vice President--Business and Finance (DA 2046) who is covered by the delegation of authority immediately above, as Chancellor of the Office of the President.



Richard C. Atkinson
President

cc: Members, President's Cabinet
Vice President Broome
Special Assistant Gardner
Principal Officers of The Regents