



March 1, 2018

VICE CHANCELLOR - ADMINISTRATION

RE: Delegations of Authority previously held by the former Vice Chancellor, Administration & Finance (VCAF) and the former Vice Chancellor for Real Estate (VCRE)

With the redistribution of the administrative responsibilities previously held by the former VCAF and VCRE to the new positions of Vice Chancellor of Administration (VCA) and Vice Chancellor of Finance (VCF) this letter is to confirm that effective July 1, 2017, the VCA has delegated authority for the Presidential, Local, and Business & Finance Bulletins listed below.

<u>Delegation ID</u>	<u>Description of Authority/URL</u>	<u>Redelegation/Comments</u>
0124	Sign documents in connection with use of industrial alcohol	Supply Chain Management
0303	Adopt traffic regulations	No redelegation on file
0415	Dispose of found and unclaimed property	Property Manager
0554	Apply for alcoholic beverage service licenses	Chief of Police
0777	Grant exceptions to the policy regarding employee-vendor relationships	No redelegation on file
0782	File actions in Small Claims courts (for your area of responsibility)	No redelegation on file
0828	Classification authority for staff personnel positions	AVC-HR
0864	Grant permission for use of the University's campus name	Delegated to all Vice Chancellors
0865	Grant permission for use of the unofficial seal of the university	Delegated to all Vice Chancellors
1058	Execute agreements	None redelegation on file
1064	Approve third-party agreements for University Vanpool programs	Chief of Police
1097	Execute claims against debtors in bankruptcy, in receivership or in liquidation, and against estates of deceased persons	No redelegation on file
2069	Reduced fee enrollments for selected nursing staff	AVC-HR
2073	Exception to Staff Policy 40.D.2 - Compensation for holiday work	AVC-HR
2075	Classification authority for Professional/Support Staff position and Manager/Senior Professional positions	AVC-HR

2085	Establish local Catastrophic Leave Sharing Programs	AVC-HR
2087	Authority - appointments, promotions, demotions, dismissals and Compensation of Certain Staff Personnel	Issued to all VCs
2100	MATERIEL MANAGER IDENTIFIED - Execute purchase contracts, subcontracts, and standard purchase orders for materials, goods and services to be supplied to the University	Chief Procurement Officer
2106	Enter into written agreements with local law enforcement agencies	Chief of Police
2564	Authority for bid solicitation and execution of construction contracts	For Facilities Services
2595	Authority to Approve Settlements of Claims and Separation Agreements with a Value of \$100,000 or Less and Voluntary Separation Program Agreements of Less than \$50,000	For non-litigated claims and separation agreements.
2612	Authority to execute Amendments, Modifications, and Renewals regarding CA Department of Social Services Contract No. 16-IA-00775	Director for Property Management
A-51	Application of Proceeds from the Sale, Trade-in or Transfer of University Property	Director for Property Management
BUS-2	Authority to Sign Documents in Connection with Use of Tax-Free Alcohol	Policy managed by Procurement.
BUS-19	Registration & Licensing of University-Owned Vehicles	Director for Property Management
BUS-29	Management and Control of Inventorial Equipment	Director for Property Management
BUS-38	Disposition of Excess Property and Transfer of University-Owned Property	Director for Property Management
BUS-43	Materiel Management - Purchases of Goods and Services; Supply Chain Management	Chief procurement Officer
BUS-46	Use of University Vehicle	Director for Property Management
BUS-54	Operating Guidelines for University Supply Inventories	Director for Property Management
BUS-65	Guidelines for University Mail Services	Director, UC Printing Services
BUS-72	Establishment and Review of Auxiliary Enterprises	No further redelegation on file.
Chancellor's Designee	Commercial Use of University Space and Fundraising Activities	
Recognition of Staff Organization	Authority to review and approve when applicable, all applications submitted for recognition as an official UCB Staff Organization.	

Safeguards, Security and Emergency Management	Responsibility to implement campus-wide safeguards and emergency management programs. Coordinate with local public safety agencies and establish interagency mutual aid agreements as appropriate.	
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Any redelegations issued by the former VCAF and/or former VCRE are to remain in force until such time as you rescind or reassign said delegations in writing. Please contact the campus Delegations of Authority Coordinator, Laila DeBerry at 643-0233 or delegations@berkeley.edu with any concerns you may have regarding this delegation of authority.

Signed,



A. Paul Alivisatos
Executive Vice Chancellor and Provost

cc: Rosemarie Rae, Vice Chancellor of Finance
David Robinson, Interim Chief Campus Counsel
Wanda Lynn Riley, Chief Audit Executive
Laila DeBerry, Delegations of Authority Coordinator