



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

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