



February 28, 2018

EXECUTIVE VICE CHANCELLOR AND PROVOST

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 the letter issued to Chancellor's on June 11, 1998, I am re-delegating to you in your position as Executive Vice Chancellor and Provost, 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*, as it pertains to the purchase of library collections in all formats, provided that the terms and conditions as stated in the letter are followed with respect to this special category of purchase.

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

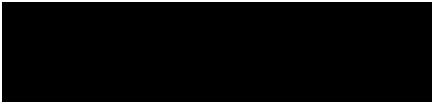
1. purchase contracts, subcontracts, or standard purchase orders are issued in accordance with University policy and with procedures specified in the Business and Finance Bulletin;
2. funds are available;
3. if required, approval of the contracting agency is secured; and
4. prior approval is obtained 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.

This authority may be further re-delegated 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. Re-delegation of this authority shall be in writing, with copies to the Campus Delegations of Authority Coordinator.

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 any and all previous re-delegations of this authority.

Signed,


Carol T. Christ

cc: Interim Chief Campus Counsel – D. Robinson
Chief Audit Executive – W.L. Riley
Delegations of Authority Coordinator – L. DeBerry