

UNIVERSITY OF CALIFORNIA, BERKELEY

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SANTA BARBARA • SANTA CRUZ

March 30, 2023

FROM: Jeffrey MacKie-Mason, University Librarian & Chief Digital Scholarship Officer

TO: Associate University Librarian for Administrative Services and Organizational Effectiveness
Associate University Librarian for Scholarly Resources
Director Finance and Business Services
Associate University Librarian for Special Collections and Director of Bancroft Library
University Library Buyer
Acquisitions Unit Head

RE: **Delegation of Authority 2100 -Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods and Services to be supplied to the**

In accordance with authority delegated to the Chancellors by President Atkinson on June 11, 1998, and the re-delegated authority given to me as University Librarian, I am re-delegating to you 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.

This authority is re-delegated 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 conditions. This delegation pertains to the purchase of library collections in all formats and cannot be re-delegated.

As of the date of this memo, the following titles have authority of re-delegation for the listed limits:

- Associate University Librarian for Administrative Services and Organizational Effectiveness – No limit
- Associate University Librarian for Scholarly Resources – No limit
- Director, Finance and Business Services – No Limit

- Associate University Librarian for Special Collections and Director of Bancroft Library – No Limit
- University Library Buyer – Limit of \$750,000
- Acquisitions Unit Head – Limit of \$750,000

This authority may not be redelegated. Any redelegation of authority shall be in writing, with a copy to the Campus Delegations of Authority Coordinator at contactdelegations@berkeley.edu.

Please contact Campus Delegations Coordinator Andrea Whipple-Samuel in the Office of Ethics, Risk and Compliance Services at awhipplesamuel@berkeley.edu with any concerns or questions you may have regarding this delegation of authority.

Attachments: Atkinson letter dated June 11, 1998

Cc: Chief Campus Counsel David Robinson
Chief Audit and Risk Executive Jaime Jue
Campus Delegations Coordinator Andrea Whipple-Samuel

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June 11, 1998

**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 100.4 (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. Redlegation 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

Vice President--Agriculture and Natural Resources is assumed to be covered by this delegation.