

RIVERSIDE: OFFICE OF THE DEAN AND DIRECTOR OF PROGRAMS
COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES
DIVISION OF AGRICULTURAL AND NATURAL RESOURCES
CITRUS RESEARCH CENTER AND
AGRICULTURAL EXPERIMENT STATION
COOPERATIVE EXTENSION

July 9, 2009

To: Millie Garrison
Interim CFAO, CNAS

From: Thomas O. Baldwin
Dean, CNAS



Re: Authority to approve entertainment and travel expenses (per policy)

Campus policy #200-44, Section III.A. requires that department heads (or equivalent authority) approve *non-exceptional* entertainment expenses. Deans are required to approve entertainment expenses when direct reports, including department chairs and directors, claim the expenditure and/or are the official host.

Under campus policy #900-20 and system wide policy #G-28, Section XII.D., authority to approve *non-exceptional* travel expense vouchers, including those of my direct reports, may be re-delegated from myself, as the Dean, to you, as the CFAO.

With this memorandum, I re-delegate authority to you to approve *non-exceptional* entertainment and travel expense vouchers, as outlined above, effective immediately. Expenses that are exceptions to campus policy will continue to require my approval. This authority will be documented by a signature authorization form on file and cannot be further re-delegated.

cc: Tim White, Chancellor
Dallas Rabenstein, Exec. Vice Chancellor & Provost
Gretchen Bolar, Vice Chancellor, Resource Planning & Budget
Bobbi McCracken, Asst. Vice Chancellor for Financial Services