

October 1, 2014

Vice Chancellor-Planning and Budget

Delegation of Authority-- Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods, and Services to be Supplied to the University

In a letter dated June 11, 1998, (DA2100), the President delegated to Chancellors, subject to The Regents' Bylaw 5.1 and terms of the Standing Orders 100.4 (dd), the 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.

Additionally, 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 Executive Vice President -- Business Operations shall approve any change that may be requested in the content of the standard purchase order form, purchase requisition, or request for quotation.

Effective as of the date above, I hereby re-delegate to the Vice Chancellor of Planning and Budget (VC-PB) the aforementioned authority. This re-delegation supersedes the re-delegation authorized on August 2, 1995. Any re-delegation of this authority must be in writing.


Kim A. Wilcox
Chancellor

Cc: UCR Delegations of Authority Coordinator