December 1, 2014

Associate Chancellor Cynthia Giorgio

Delegation of Authority—Exceptions to Policy Governing Gifts Presented to Non-Employees on Behalf of the University

Business and Finance Bulletin G-42: Gifts Presented to Non-Employees on Behalf of the University and Other Gifts (BFB-G-42) establishes the policies and procedures related to the approval of requests to reimburse expenses for non-cash gifts presented for business purposes to non-University individuals or organizations on behalf of the University. The provision of non-cash gifts presented to elected or appointed officials is also covered in this Bulletin.

A request for an exception to these policies may be authorized by the Chancellor or a designee. In accordance with BFB-G-42, each request for an exception must include a written justification as to why the higher cost or other deviation from policy is necessary to achieve a University business purpose. Additionally, each request must specify:

- the type of gift,
- the purpose of the gift,
- the special circumstances that require such an exception, and
- the name of the non-University individual or organization on whose behalf the exception is sought.

Effective as of the date above, I hereby re-delegate to the Associate Chancellor, as my designee, the authority to approve exceptions in accordance with the policies and procedures set forth in BFB-G-42. In the event that the Associate Chancellor is submitting a request for such an exception, the Chancellor must approve the exception. This authority may not be re-delegated.

Kim A. Wilcox
Chancellor

Cc: Office of the Chancellor
Associate Vice Chancellor-Financial Services
UCR Delegations of Authority Coordinator