

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