July 3, 2012

SENIOR VICE CHANCELLOR JOHN PLOTTS
VICE CHANCELLOR ERIC VERMILLION

Redelegation 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.

By his letter of June 11, 1998, (DA 2100, enclosed) President Atkinson delegated to Chancellors and Laboratory Directors the authority, subject to the requirements of the aforementioned Bylaw and Standing Order, 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 that contemplates or will result in the issuance of Certificates of Participation in order to provide funding for the transaction.

Effective immediately, I hereby redelegate these authorities to you in your role of senior vice chancellor and vice chancellor respectively as the campus administrative officers responsible for purchase of all materials, goods, and services.

These authorities may be further redelegated to the University Librarian for the purchase of library collections in all formats and to the campus Materiel Managers for all other materials, goods, and services. Further redelegation of these authorities shall be in writing. Any further redelegation of these authorities to other than the University Librarian or Materiel Managers shall have the prior approval of the Senior Vice President – Business and Finance, except that the University Librarian and Materiel Managers may redelegate this authority to individuals under their supervision without obtaining such approval or providing copies to the above University officials. However, at the campus level, if such redelegations are made to direct staff of the University Librarian or Materiel Managers, written copies of the redelegated authorities shall be forwarded to the Vice Chancellor – Finance.
The Senior Vice President – Business and Finance is responsible for administration of the University Material Management program in accordance with University policy and the provision 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 of 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 changes in the content of the standard purchase form, purchase requisition, and request for quotation.

This redelegation is effective immediately and supersedes former Chancellor J. Michael Bishop’s redelegation to former Senior Vice Chancellor Steve Barclay dated July 22, 2002 on the same subject.

Susan Desmond-Hellmann, MD, MPH
Chancellor
Arthur and Toni Rembe Rock Distinguished Professor