August 8, 2018

VICE CHANCELLOR/CHIEF FINANCIAL OFFICER TERESA COSTANTINIDIS
ASSOCIATE VICE CHANCELLOR/CHIEF PROCUREMENT OFFICER JAMES HINE

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.

The Chancellor has redelegated his authority to me in my role as Senior Vice Chancellor. Effective immediately, I hereby redelegate these authorities to you in your roles as Vice Chancellor/Chief Financial Officer and Associate Vice Chancellor/Chief Procurement Officer the authority to execute purchase contracts, strategic sourcing, purchase contracts, subcontracts and standard purchase orders for materials, goods, and services.

Subject to Regents Bylaws 5.1 and Standing Order 100.4 (dd), you are delegated authority to execute with prior review* specific purchase contracts, subcontracts, and standard purchase orders for goods and services in the amounts as follows:
Delegation

<table>
<thead>
<tr>
<th>Position</th>
<th>Specific Contracts</th>
<th>Repetitive Purchase Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer I</td>
<td>Through $10,000</td>
<td></td>
</tr>
<tr>
<td>Buyer II</td>
<td>Through $25,000</td>
<td></td>
</tr>
<tr>
<td>Buyer III</td>
<td>Through $50,000</td>
<td></td>
</tr>
<tr>
<td>Buyer IV</td>
<td>Through $100,000</td>
<td></td>
</tr>
<tr>
<td>Buyer V</td>
<td>Through $300,000</td>
<td></td>
</tr>
<tr>
<td>Assistant Purchasing Manager**</td>
<td>Through $1,000,000</td>
<td></td>
</tr>
<tr>
<td>Purchasing Manager***</td>
<td>Through $1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

*Orders that exceed buyer delegation must be reviewed in advance by the appropriate person in the department who has been delegated authority for that level of expenditure.

**Effective in the absence of the Assistant Purchasing Manager.

***In the absence of the Acting Executive Director and Material Manager, this delegation includes all orders issued by Purchasing regardless of amount.

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 condition. 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 delegation is non-transferable and may not be redelegated. This redelegation supersedes all previous redelegations of authority on this same subject.

Sincerely,

Paul E. Jenny
Senior Vice Chancellor
Finance and Administration

cc: Chancellor Sam Hawgood