



OFFICE OF THE CHANCELLOR  
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July 24, 2000

UCLA DA 500.01

**ADMINISTRATIVE VICE CHANCELLOR PETER W. BLACKMAN**

**Delegation of Authority – Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders**

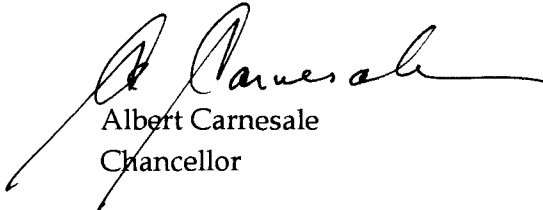
- References:** (a) The Regents' Standing Order 100.4 (dd).  
(b) The Regents' Bylaw 5.1.  
(c) UC DA 2100 (Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods and Services to be Supplied to the University), President Atkinson to Chancellors, Laboratory Directors dated June 11, 1998.
- Supersedes:** (a) UCLA DA 5300.1-5300.2, Chancellor Young to Administrative Vice Chancellor Schultze, dated January 1, 1987.

Effective as of the date, above, I hereby delegate to you, as Administrative Vice Chancellor, 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.

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 Senior Vice President -- Business and Finance shall approve any change in the content of the standard purchase order form, purchase requisition, and request for quotation.

The above authority may be redelegated to the campus officer responsible for the purchase of all materials, goods, and services. Redelegation of this authority shall be in writing, with copies to those listed below.



Albert Carnesale  
Chancellor

cc: Senior Vice President - Business and Finance  
General Counsel and Vice President for Legal Affairs  
Secretary of The Regents  
Special Assistant - Coordination & Review  
Policies Coordinator, Office of the Administrative Vice Chancellor