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November 21, 2007

UCLA DA 500.10

ASSOCIATE UNIVERSITY LIBRARIAN SHARON FARB, COLLECTION MANAGEMENT AND SCHOLARLY COMMUNICATION

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

References: (a) Standing Orders of The Regents, Section 100.4(dd);
(b) Bylaws of 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) to Chancellors, dated June 11, 1998.

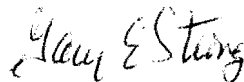
Supersedes: UCLA DA 500.05 (Execution of Purchase Contracts, Subcontracts and Standard Purchase Orders) to Associate University Librarian Shelton, dated 8/16/2000.

Effective as of the date, above, I hereby delegate to you, as Associate University Librarian, Collection Management and Scholarly Communication, the authority to execute purchase contracts, subcontracts, and standard purchase orders for the purchase of library collections in all formats, 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 Executive Vice President -- Business Operations shall approve any change in the content of the standard purchase order form, purchase requisition, and request for quotation.

This delegation is being reissued due to an organization change and there are no substantive changes to the delegation being superseded. This authority may not be further re delegated.



Gary E. Strong
University Librarian

cc: Chancellor
Executive Vice Chancellor and Provost
Manager, Administrative Policies and Delegations