



Office of the Assistant Vice Chancellor/Controller
Corporate Financial Services
10920 Wilshire Boulevard, Suite 600
Los Angeles, California 90024

February 15, 2007

DA 500.23

DIRECTOR WILLIAM PROPST, PURCHASING

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) to Chancellors, Laboratory Directors dated June 11, 1998;
(d) UC Business and Finance Bulletin, BUS-43, Materiel Management.

Supersedes: UCLA DA 500.21 to Director Propst, dated May 3, 2006.

Effective as of the date, above, I hereby delegate to you, as Director of Purchasing, and to your subordinate staff, the authority to execute purchase contracts, strategic sourcing purchase contracts, subcontracts, and standard purchase orders for materials, goods, and services to the extent of the total contract cost limits per contract type as indicated on the attached matrix, provided that:

1. Such contracts or 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.

In addition, the authority to approve and execute contracts or orders up to a particular cost level includes the authority to approve and execute change orders on a contract or order for any amount up to the change order cost limit indicated in brackets on the attached matrix, subject to the following limitations:

1. The indicated change order cost limit is applicable to each individual change order on a particular contract or order;

2. There is no limit on the number of change orders which may be approved and executed provided the total cumulative value of the order or contract (original order plus all change orders) remains within that individual's contract authority level; and
3. A change order which would increase the total cumulative value of a contract or order above the individual's contract authority must be approved and executed by an individual with authority to approve and execute at or above the proposed new total cumulative contract value.

The authority to approve and execute changes to contracts or orders that do not increase cost (for example, encumbrance releases, changes to full accounting units, and no-cost time extensions) is not limited, provided such changes are otherwise consistent with applicable policies.

The authority to approve and execute contracts or orders, or change orders to such contracts or orders, that exceed the maximum limitations on the attached matrix is reserved for the Administrative Vice Chancellor, or the Assistant Vice Chancellor, Corporate Financial Services, who may approve and execute such contracts or orders on behalf of and in the extended absence of the Vice Chancellor.

Approval as to form must be obtained from the Office of the General Counsel for any purchase contract other than that which is 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, or request for quotation.

You are further authorized to execute purchase authority, which may not be redelegated, only on behalf of and in the extended absence of the Assistant Vice Chancellor, Corporate Financial Services to the extent of her delegated authority.

This authority may not be further redelegated. This delegation is being reissued owing to changes in the total contract cost authority to selected positions, as noted in the attached matrix, and to reflect an organizational change.



Susan K. Abeles
Assistant Vice Chancellor,
Corporate Financial Services

Attachment

cc: Chancellor
Executive Vice Chancellor & Provost
Administrative Vice Chancellor
Senior Vice President - Business and Finance
General Counsel and Vice President for Legal Affairs
Universitywide Policy Coordinator
Manager, Administrative Policies & Delegations

Campus Purchasing Authority Matrix

Purchase Contracts and Standard Purchase Orders [and Change Orders] with Total Costs Not Exceeding:			
Strategic Sourcing Purchase Contracts [and Change Orders] with Total Costs Not Exceeding:			
Subawards [and Change Orders] with Total Costs Not Exceeding:			
Assistant Vice Chancellor, Corporate Financial Services	\$5,000,000	\$5,000,000	\$5,000,000
Director of Purchasing	\$2,500,000 [\$250,000]	\$2,500,000 [\$250,000]	\$2,500,000 [\$250,000]
Associate Director - Purchasing Operations	\$1,000,000 [\$100,000]	\$1,000,000 [\$100,000]	\$1,000,000 [\$100,000]
Manager of Strategic Sourcing	n/a	\$500,000 [\$50,000]	n/a
Buyers:			
Buyer V Supervisor; Buyer V	\$500,000 [\$50,000]	n/a	\$250,000 [\$25,000]
Buyer IV*	n/a	n/a	\$100,000
Subaward Administrator*	\$100,000	n/a	n/a
Buyer III*	n/a	n/a	\$50,000
Buyer II*	n/a	n/a	\$25,000
Purchasing Assistant*	n/a	n/a	\$10,000

* These buyers do not have delegated authority to approve or execute change orders that will alter the contract values as noted.

[Matrix Revised 2/2007]