



OFFICE OF THE ADMINISTRATIVE VICECHANCELLOR
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June 25, 2010

DA 500.24

**ASSOCIATE VICE CHANCELLOR/CONTROLLER SUSAN K. ABELES, CORPORATE
FINANCIAL SERVICES**

**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 & Finance Bulletin BUS-43 Materiel Management.

Supersedes: UCLA DA 500.22 (Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders) to Assistant Vice Chancellor Abeles, dated 2/15/2007.

Effective as of the date above, I hereby delegate to you, within your area of responsibility, the authority to execute purchase contracts, subcontracts, and standard purchase orders for materials, goods, and services with total costs not to exceed \$5,000,000, 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.

The authority to approve and execute contracts or orders up to the stated dollar limit includes the authority to approve and execute change orders for any amount provided such change orders do not increase the total cumulative cost of the contract or order to more than \$5,000,000.

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.

You are further authorized to execute purchase authority, only on behalf of and in the extended absence of the Administrative Vice Chancellor, to the extent of his delegated authority. Redlegation of this authority shall be limited to the Director, Purchasing and shall be in writing with a copy to me and those listed below.

This delegation is being reissued due to an organization change; to enable the Associate Vice Chancellor to execute purchasing authority in excess of \$5,000,000 only in the extended absence of the Administrative Vice Chancellor; and to enable redelegation of purchasing authority to the Director of Purchasing in excess of \$5,000,000 only in the extended absence of the Administrative Chancellor.



Sam J. Morabito
Administrative Vice Chancellor

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