



ASSOCIATE VICECHANCELLOR/CONTROLLER
CORPORATE FINANCIAL SERVICES
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June 25, 2010

DA 500.25

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 500.23 (Execution of Purchase Contracts, Subcontracts and Standard Purchase Orders) to Director Propst, dated 2/15/2007.

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:

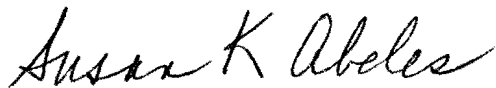
1. The indicated change order cost limit is applicable to each individual change order on a particular contract or order;
2. There is no limit on the number of change orders which may be approved and executed provided the total cumulative value of the order or contract (original order plus all change 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.

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. This authority may not be further redelegated.

You are further authorized to approve and execute purchase contracts, orders or change orders, the dollar amount of which exceeds the maximum limitations as shown on the attached matrix for your position, only on behalf of and in the extended absence of the Associate Vice Chancellor/Controller and the Administrative Vice Chancellor, to the extent of their delegated authority. This authority may not be further redelegated.

This delegation is being reissued to enable interim authority in the extended absence of the Administrative Vice Chancellor and the Associate Vice Chancellor/Controller and there are no other substantive changes to the delegation being superseded..



Susan K. Abeles
Associate Vice Chancellor/Controller,
Corporate Financial Services

Attachment

cc: Chancellor
Executive Vice Chancellor & Provost
Administrative Vice Chancellor
Executive Vice President - Business Operations
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:			
Associate Vice Chancellor/Controller, 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 6/2010]