



OFFICE OF THE CHANCELLOR
405 HILGARD AVENUE
LOS ANGELES, CALIFORNIA 90095-1405

December 14, 2007

UCLA DA 500.28

ADMINISTRATIVE VICE CHANCELLOR SAM J. MORABITO

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, Laboratory Directors, dated June 11, 1998.

Supersedes: UCLA DA 500.06 (Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders) to Vice Chancellor Morabito, dated 2/1/2006.

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 Executive Vice President -- Business Operations shall approve any change that may be requested in the content of the standard purchase order form, purchase requisition, or request for quotation.

This delegation is being reissued due to an organization change and there are no substantive changes to the delegation being superseded. The above authority may be redelegated to the appropriate campus officer(s) responsible for the purchase of all materials, goods, and services. Any redelegation of this authority shall be in writing, with copies to me and those listed below.



Gene D. Block
Chancellor

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