



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

November 27, 2002

DA 501.03

**PROVOST AND DEAN GERALD S. LEVEY, MEDICAL SCIENCES AND DAVID
GEFFEN SCHOOL OF MEDICINE**

Delegation of Authority - Execution of Purchase Contracts and Standard Purchase Orders

- References:**
- (a) The Regents' Standing Order 100.4 (dd);
 - (b) The Regents' Bylaw 5.1;
 - (c) UC Business & Finance Bulletin BUS-43, Materiel Management;
 - (d) 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 5300.1-5300.2 to Administrative Vice Chancellor Schultze, dated January 1, 1987.

Effective as of the date, above, I hereby delegate to you, in your area of responsibility, the authority to execute purchase contracts and standard purchase orders for materials, goods, and services, provided that:

1. purchase contracts 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 Senior Vice President -- Business and Finance shall approve any change in the content of the standard purchase order form, purchase requisition, and request for quotation.

The above authority may be redelegated to the Healthcare officers responsible for the purchase of all materials, goods and services. Redelegation of this authority shall be in writing, with copies to me and those listed below.



Albert Carnesale
Chancellor

cc: Executive Vice Chancellor
Administrative Vice Chancellor
Associate Administrative Vice Chancellor
Senior Vice President - Business and Finance
General Counsel and Vice President for Legal Affairs
Special Assistant - Coordination & Review
Administrative Policies Coordinator