

GERALD S. LEVEY, M.D.

VICE CHANCELLOR, MEDICAL SCIENCES
DEAN, SCHOOL OF MEDICINE

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DA 501.12

ASSOCIATE VICE CHANCELLOR AND CEO DAVID T. FEINBERG, UCLA HOSPITAL SYSTEM

**SENIOR ASSOCIATE DIRECTOR & CFO PAUL A. STATON, UCLA HEALTH SYSTEM
DIRECTOR EIMEE MIURA, MEDICAL CENTER PURCHASING**

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, et al., dated June 11, 1998.

Supersedes: UCLA DA 501.09 (Execution of Purchase Contracts and Standard Purchase Orders) to Associate Vice Chancellor & CEO Callender, Associate Vice Chancellor & CFO Creem, Sr. Assoc. Director & CFO Staton, and Director Miura, dated 7/21/2006.

Effective as of the date, above, I hereby delegate to you, in your respective areas of responsibility, and to your subordinate staff, as noted in the attached matrix, the authority to execute purchase contracts and standard purchase orders for materials, goods, and services in accordance with Healthcare purchasing procedures, and provided that:


1. purchase contracts, including lease-purchase agreements, 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.

Purchase transactions shall be limited to those fund numbers which Medical Center Purchasing is authorized to use:

Fund #63XXX	UCLA Medical Center (Westwood hospital) and UCLA-Santa Monica Medical Center (Santa Monica hospital)
Fund #651XX	Neuropsychiatric Hospital (NPH only)
Fund #70080	Tiverton House

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 in the content of the standard purchase order form, purchase requisition, and request for quotation.

This delegation is being reissued due to organization changes and there are no substantive changes to the delegation being superseded. This authority may not be further redelegated.



Gerald S. Levey
Vice Chancellor, Medical Sciences

Attachment

cc: Chancellor
Executive Vice Chancellor & Provost
Administrative Vice Chancellor
Associate Vice Chancellor, Corporate Financial Services
Director, Campus Purchasing
Chief Counsel, UCLA Health System
Hospital Legal Counsel
Executive Vice President - Business Operations
General Counsel and Vice President for Legal Affairs
Universitywide Policy Coordinator
Manager Administrative Policies & Delegations

ATTACHMENT A
Healthcare Purchasing
Delegated Authority Matrix

*To Approve All Purchase Contracts and Standard Purchase Orders with Total Costs Greater than			
To Approve Purchase Contracts (excluding lease purchase agreements) with Total Costs Not Exceeding			
To Approve Standard Purchase Orders, with Total Costs Not Exceeding:			
Associate Vice Chancellor & CEO, UCLA Hospital System	\$150,000	\$150,000	\$150,000
Sr. Associate Director & CFO, UCLA Health System	\$150,000	\$150,000	\$150,000
Director of Medical Center Purchasing	\$150,000	\$150,000	\$150,000
<u>Buyers:</u>			
Procurement Coordinator (MSP I or II)	\$150,000	\$150,000	n/a
Senior Buyer IV	\$100,000	\$100,000	n/a
Buyer II or Buyer III	\$50,000	\$50,000	n/a
Purchasing Assistant III	\$25,000	n/a	n/a

Matrix Revised 8/2009

*Approval required of either the Associate Vice Chancellor & CEO, or Sr. Associate Director & CFO, or Director of Medical Center Purchasing.