



OFFICE OF THE ADMINISTRATIVE VICE CHANCELLOR  
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August 1, 2015

DA 511.05

**VICE CHANCELLOR AND CHIEF FINANCIAL OFFICER, STEVEN A. OLSEN  
ASSOCIATE VICE CHANCELLOR/CONTROLLER, ALLISON BAIRD-JAMES**

**Delegation of Authority - Administration of UCLA Bank Accounts and Funds**

- References:**
- (a) UC DA 2584 (Revolving Fund Withdrawals) to Chancellors, dated 7/8/2014;
  - (b) UC DA 2221 (Approval and Execution of Financial and Banking Services) to EVP, dated 5/8/2014;
  - (c) Standing Order of The Regents 100.4(pp).

**Supersedes:** UCLA DA 511.04 (Administration of UCLA Bank Accounts and Funds) to Administrative Vice Chancellor et al., dated 6/24/2010.

Effective as of the date above, I hereby delegate to your positions, the authority to recommend representatives to the Office of the President who may sign checks, drafts or other orders for the payment of money, or initiate electronic transfers of funds against University checking accounts, provided that all such representatives are covered by fidelity bond. This authority is derived from the Standing Orders of The Regents, Reference (c), above.

The President has redelegated authority for the approval and execution of financial and banking services to the Executive Vice President, who in turn has redelegated authority to the Vice President, Finance and who in turn has redelegated authority to the Assistant Vice President, Controls & Accountability. These delegations facilitate the change in banking responsibilities from The Regents to the Office of the President. Pursuant to this authority, you continue to have the following specific authority:

1. To recommend to the Assistant Vice President - Controls and Accountability the opening or closing of University bank accounts pertinent to UCLA;
2. To recommend to the Assistant Vice President - Controls and Accountability the selection, addition, or deletion of bank account signatories pertinent to UCLA bank accounts;

3. To recommend to the Assistant Vice President - Controls and Accountability the granting of UCLA employees' access to bank systems to initiate electronic funds transfers (Fedwires and ACH) pertinent to UCLA; and
4. To undertake such additional duties as may be defined in writing by the Assistant Vice President - Controls and Accountability from time to time.

All recommendations cited above must be forwarded to the Assistant Vice President - Controls and Accountability for further action.

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



Gene D. Block  
Chancellor

cc: Executive Vice Chancellor & Provost  
Vice Chancellor, Legal Affairs  
Manager, Administrative Policies & Delegations