



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

October 5, 2009

UCLA DA 801.06

**ADMINISTRATIVE VICE CHANCELLOR SAM J. MORABITO
VICE CHANCELLOR STEVEN A. OLSEN, FINANCE, BUDGET AND CAPITAL PROGRAMS**

Delegation of Authority – Transfers of Funds for Minor Capital Improvement Projects

References: (a) Standing Orders of The Regents, Section 100.4(o);
(b) UC DA 2229 (Transfers of Funds for Minor Capital Improvements Projects) to
Chancellors and Vice President – Agriculture and Natural Resources, dated 9/1/09.

Supersedes: UCLA DA 801.04 (Transfers of Funds for Minor Capital Improvement Projects) to Vice
Chancellors Morabito and Olsen, dated 10/8/2007.

Effective as of the date above, I hereby delegate to you, in your respective areas of responsibility, the authority to transfer funds to and between minor capital improvement projects (CIP) (total project cost not to exceed \$750,000) when an adjustment becomes necessary, provided the transfer 1) is to and/or between approved projects; 2) does not exceed 25 percent of a project's cost; 3) does not increase the cost of a project above \$750,000; and (4) does not result in an increased cost to a project involving a Chancellor's residence or office that brings the total project cost above \$25,000, unless prior approval by the President has been granted. Transfers of state operating funds for minor capital improvements are also subject to conditions specified in the annual State Budget Act. Further, such transfer of funds must be in accordance with Section 100.4(o) of the Standing Orders of The Regents, Duties of the President, which states:

- That no such transfer or allocation shall result in the establishment of a new policy, program or project involving a continuing commitment; and
- That no transfer shall be made from a reserve fund for a purpose other than that for which the reserve fund was established.

This delegation is being reissued due to the supersession of the parent UC delegation of authority. The substantive changes to the delegation being superseded are the maximum project cost for minor CIP has increased from \$400,000 to \$750,000, and the stipulation regarding transfers of state operating funds. Any redelegation shall be in writing with a copy to me and those listed below.

Gene D. Block
Chancellor

cc: Executive Vice Chancellor & Provost
Vice President for Budget & Capital Resources
General Counsel and Vice President for Legal Affairs
Universitywide Policy Coordinator
Contracts Administrator, Capital Programs
Manager Administrative Policies & Delegations