



University of California, Merced  
5200 N. Lake Road  
Merced, CA 95343

September 28, 2017

VICE CHANCELLOR FOR PLANNING AND BUDGET

RE: Delegation of Authority (DA) – Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods, and Services to be Supplied to the University

Effective immediately, as Chancellor and pursuant to the authority delegated to me, I delegate the following authority to you:

Authority to execute purchase contracts, subcontracts, or standard purchase orders for all materials, goods, and services, provided that:

- purchase contracts, subcontracts, or standard purchase orders are issued in accordance with University and Merced campus policies and procedures;
- funds are available;
- if required, approval of the contracting agency is secured; and
- 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.
- Source of authority: Presidential DA 2100

This authority may be further re-delegated by you to the University Librarian for the purchase of all library collections in all formats, and to the Materiel Manager (Chief Procurement Officer) for all other materials, goods, and services. Any re-delegation of these authorities to other than the University Librarian or Materiel Manager shall have the prior approval of the Senior Vice President—Business and Finance, except that the University Librarian and Materiel Manager may re-delegate this authority to individuals under their supervision without obtaining such approval. Any further re-delegation must be in writing with copies to me and the list below, and shall be no less restrictive than this delegation.

This delegation supersedes the cited delegation in UC Merced DA 121, 4/16/2014.

Sincerely,

Dorothy Leland  
Chancellor

cc: Director of Policy and Accountability, Sheryl Ireland

**DA 2100****UNIVERSITY OF CALIFORNIA**

BERKELEY   DAVIS   IRVINE   LOS ANGELES   RIVERSIDE   SAN DIEGO   SAN FRANCISCO



SANTA BARBARA   SANTA CRUZ

OFFICE OF THE PRESIDENT

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June 11, 1998

**CHANCELLORS  
LABORATORY DIRECTORS****Delegation of Authority--Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods, and Services to be Supplied to the University**

The Regents' Bylaw 5.1 sets forth the authority of The Regents with regard to the purchase of materials, goods, and services. The Regents' Standing Order 100.4 (dd) specifies the authority of the President of the University in connection with the execution of various contracts and documents.

Subject to Regents' Bylaw 5.1 and Standing Order 100.4 (dd), you are delegated 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.

The above authority may be redelegated to the campus administrative officer responsible for purchase of all materials, goods, and services. This authority may be further redelegated to the University Librarian for the purchase of library collections in all formats, and to the Materiel Manager for all other materials, goods, and services. Redelegation of this authority shall be in writing, with copies to the Senior Vice President--Business and Finance, the General Counsel and Vice President for Legal Affairs, and the Special Assistant--Coordination & Review. Any redelegation of these authorities to other than the University Librarian or Materiel Manager shall have the prior approval of the Senior

Vice President--Business and Finance, except that the University Librarian and Materiel Manager may redelegate this authority to individuals under their supervision without obtaining such approval or providing copies to the above University officials.

The Senior Vice President--Business and Finance is responsible for administration of the University Materiel Management program in accordance with University policy and the provisions concerning this subject set forth in the Bylaws and Standing Orders of The Regents.

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.

This delegation is effective immediately and supersedes the June 19, 1995 delegation to Chancellors and Laboratory Directors on the same subject (DA 2045), and the June 19, 1995 delegation to the Senior Vice President--Business and Finance (DA 2046) who is covered by the delegation of authority immediately above, as Chancellor of the Office of the President.

Richard C. Atkinson  
President

cc:

Members, President's Cabinet  
Vice President Broome  
Special Assistant Gardner  
Principal Officers of The Regents

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Vice President--Agriculture and Natural Resources is assumed to be covered by this delegation.