



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

September 7, 2018

VICE CHANCELLOR AND CHIEF FINANCIAL OFFICER

RE: Delegation of Authority (DA) – Policy Regarding Employee - Vendor Relationships (Presidential DA 0777 and BUS 43, the Political Reform Act)

On March 25, 1983, the President delegated the following authority to Chancellors within their areas of jurisdiction and with appropriate restrictions:

- Approve exceptions as provided in the policy; redelegate to a specific designee where the authority may not be further redelegated.

Effective immediately, as Chancellor and pursuant to the authority delegated to me, I delegate the following authority to you within your area of responsibility:

- No purchase of goods or services shall be made from any officer or employee of the University or from a near relative of any officer or employee unless there has been a specific determination that such goods or services are not available either from other commercial sources or from the University's own facilities.
 - Approval of exceptions to this policy, within constraints of the Political Reform Act, upon determination that there are unusual or extenuating circumstances.
- This policy does not apply to the securing of services that are judged to be within the scope of the employment relationship. Such cases will be considered under the appropriate academic or staff personnel regulations.
- Source of Authority: **Presidential DA 0777 and BUS 43, the Political Reform Act**
- This authority **may not** be re-delegated by you.

This Delegation supersedes the associated delegation in UC Merced DA 047.

Sincerely,

Dorothy Leland
Chancellor

cc: Director of Policy and Accountability, Sheryl Ireland

DA 0777

March 25, 1983

**CHANCELLORS
LABORATORY DIRECTORS
VICE PRESIDENT--AGRICULTURE AND UNIVERSITY SERVICES
VICE PRESIDENT--FINANCIAL AND BUSINESS MANAGEMENT**

Delegation of Authority--Policy Regarding Employee-Vendor Relationships

Effective immediately, you are delegated the responsibilities described in the attached Policy Regarding Employee-Vendor Relationships revised on August 19, 1982. Each of you is authorized to approve exceptions as provided in the policy and to redelegate this authority to a specific designee; the authority may not be further redelegated. Any redelegation of this authority by Chancellors, Laboratory Directors, and the Vice President--Agriculture and University Services shall be in writing with copies to the Vice President--Financial and Business Management and the Assistant President--Coordination and Review. Any redelegation by the Vice President--Financial and Business Management shall be in writing with copies to the Assistant President--Coordination and Review.

This supersedes the August 19, 1982 delegation on this subject.

The Vice President--Financial and Business Management is responsible for appropriate changes in BUS-43, Materiel Management, the Business and Finance Bulletin which provides implementing language.

David S. Saxon
President

Attachment

cc:
Members, President's Administrative Council
Principal Officers of The Regents

Office of the President
August 19, 1982

POLICY REGARDING EMPLOYEE-VENDOR RELATIONSHIPS

I.

BASIC POLICY

It is University policy to separate an employee's University and private interests and to safeguard the University and its employees against charges of favoritism in the purchase of goods and services. No purchase of goods or services shall be made from any officer or employee of the University or from a near relative of any officer or employee unless there has been a specific determination that such goods or services are not available either from other commercial sources or from the University's own facilities.

II.

SCOPE

This policy applies to the Lawrence Berkeley Laboratory, the Lawrence Livermore National Laboratory, and the Los Alamos National Scientific Laboratory as well as to the campuses. Any additional requirements of the Department of Energy shall be observed by the Laboratories. This policy does not apply to the securing of services that are judged to be within the scope of the employment relationship. Such cases will be considered under the appropriate academic or staff personnel regulations.

III.

REQUIRED REPORTS

Whenever any officers or employees of the University or their near relatives propose for a consideration to provide goods or services to the University, this intent shall be reported in writing to the responsible administrative officer. Responsible administrative officer is defined as the Chancellor of a campus, Director of the Lawrence Berkeley Laboratory, Director of the Lawrence Livermore National Laboratory, Director of the Los Alamos National Scientific Laboratory, or Vice President--Agriculture and University Services.

IV.

IMPLEMENTATION

For implementing guidelines see Business and Finance Bulletin BUS-43, Materiel Management.

V.

EXCEPTIONS

Each responsible administrative officer is delegated authority, within constraints imposed by the Political Reform Act, for approving exceptions to this policy upon determination that there are unusual or extenuating circumstances. This authority may be redelegated to a specific designee, but may not be further redelegated.