



UNIVERSITY OF CALIFORNIA, MERCED
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MERCED, CALIFORNIA 95344
(209) 724-4400

May 5, 2003

MANAGEMENT SERVICES OFFICER JANET BURRILL
DIRECTOR OF THE CENTER FOR EDUCATION PARTNERSHIPS JORGE AGUILAR

RE: Delegation of Authority

Effective immediately, as Vice Chancellor for Administration and pursuant to authority delegated to me by Chancellor Tomlinson-Keasey, I hereby delegate to you the following authority, which may not be redelegated:

Authority to prepare, issue and jointly sign certain agreements as described below, using only standard forms prepared and approved by the UC Merced Contracts and Real Estate Coordinator. Any agreements executed pursuant to this delegation must be signed by **both** Management Services Officer Burrill and Director Aguilar.

Limit: \$5,000.00 total contract value per agreement

Units for which contracts may be issued:

- Center for Educational Partnerships
- UC Merced Writing Project
- Community Teaching Fellowships in Mathematics and Science (CTFMS)
- Office of Admissions and Relations with Schools and Colleges

Types of Agreements:

- Agreements with College Student Participants in the CTFMS Program
- Agreements with Teacher Consultants for the UC Merced Writing Project
- Agreements with School Districts for Teacher In-Service and Staff Training provided by the UC Merced Writing Project
- Agreements with Teachers to conduct Writing, Math, Science and Language Academies funded by the Center for Educational Partnerships

Sincerely,

[Redacted Signature]
Lindsay A. Desrochers
Vice Chancellor for Administration