



**MEMORANDUM**

**TO:** Joseph D. Shepard, Ph.D.  
Vice President – Administrative Services & Finance

**FROM:** Wilson G. Bradshaw, Ph.D. *W.G.B.*  
President

**DATE:** February 8, 2008

**SUBJECT:** Delegation of Authority – Business and Finance Agreements

On January 15, 2008, the Florida Gulf Coast University Board of Trustees granted the President authority to approve, execute and administer contracts on behalf of the Florida Gulf Coast University Board of Trustees, provided such contracts are in concordance with law and the regulations of the Board of Trustees.

I hereby designate the Vice President for Administrative Services and Finance as my designee for purposes of administering and executing agreements relating to the University's business and financial operations. Agreements are construed to include, but not be limited to, contracts, memorandum of understanding, leases, licenses, memorandum of agreement, forms, letters of agreement, applications, and extensions and renewals thereof, relating to business transactions and financial matters such as banking, debt obligations, risk management, insurance, law enforcement, personal property, equipment, vending, concessions, rental and use of university facilities, and tax issues.

This delegation is effective provided that funds are available and the contracts are issued in accordance with law and University regulations.

This delegation is effective immediately and supersedes any previous delegations relating to this subject matter. Any redelegation of this authority shall not be below the level of Dean/Director and shall be in writing with a copy sent to the General Counsel. Redelegation should align authority with effective organizational assignments of responsibility.

c: Vee Leonard, General Counsel

