



## MEMORANDUM

**TO:** Eric Balmer, Assistant Director, Campus Reservations  
**FROM:** Ruth Rodrigues, Director Reservations and Records Management  
**DATE:** December 17, 2010  
**SUBJECT:** Delegation of Authority – Permits for Solicitors

A handwritten signature in black ink, reading 'Ruth Rodrigues', written in a cursive style.

The Delegation of Authority dated December 16, 2010 from the Assistant Vice President for Administrative Services and Finance to the Director, Reservations and Records Management granted limited authority to approve Permits for Solicitors for use of University facilities.

As the Director of Reservations and Records Management, I hereby redelegate to the Assistant Director, Campus Reservations the limited authority to approve Permits for Solicitors for use of University facilities. All applications for permits must use the appropriate form, and the resulting permit must comply with the University's applicable regulation or policy.

This delegation is effective immediately and supersedes any previous delegations relating to the subject matter. The Vice President for Administrative Services and Finance has consented to this re delegation below the level of Director. This delegation shall not be redelegated.

cc: Dr. Joseph Shepard, Vice President for Administrative Services and Finance  
Linda Bacheler, Assistant Vice President for Administrative Services and Finance/Controller  
Vee Leonard, General Counsel