


## MEMORANDUM

To: Linda Bachelor, Assistant Vice President for Administrative Services and Finance/Controller

From: Dr. Joseph Shepard, Vice President for Administrative Services and Finance 

Date: February 4, 2009

Re: Delegation of Authority – Permits Regarding On-Campus Alcohol Usage

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The University's regulation on Use of Alcoholic Beverages on University Premises (FGCU-PR9.002) establishes my authority to approve the offering of alcoholic beverages for all non-student organizations.

I hereby designate the Assistant Vice President for Administrative Services and Finance as my designee for purposes of providing administrative approval on the Application for Serving Alcohol for non-student organizations. All applications for permits must use the appropriate form, and the resulting permit must comply with the University's regulation on Use of Alcoholic Beverages on University Premises.

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 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