

## MEMORANDUM

**TO:** Ruth Rodrigues, Director Campus Reservations and Records Management

**FROM:** Linda Bacheler, Assistant Vice President Administrative Services and Finance *L. Bacheler*

**DATE:** March 30, 2011

**SUBJECT:** Delegation of Authority – Memo of Understanding (“MOU”) for Use of University Facilities by University Departments

The Delegation of Authority dated October 1, 2008 from the Vice President for Administrative Services and Finance to the Assistant Vice President for Administrative Services and Finance granted authority to, among other things, approve agreements related to the use of University facilities.

As the Vice President for Administrative Services and Finance’s designee, I hereby redelegate to the Director of Campus Reservations and Records Management the limited authority to approve an MOU for use of University facilities by University Departments. All MOUs must use the appropriate approved form and the submitting department 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. Any re delegation of this authority shall not be below the level of Director unless authorized by the Vice President for Administrative Services and Finance. Moreover, any re delegation shall be in writing with a copy sent to the General Counsel. Redelegation should align authority with effective organizational assignments of responsibility.

cc: Dr. Joseph Shepard, Vice President for Administrative Services and Finance  
Vee Leonard, General Counsel

