



**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 – Purchasing

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. In regulation FGCU-PR6, the Board of Trustees has delegated to the President or designee the authority to serve as the central procurement officer for the University and to administer the University's purchasing process.

I hereby designate the Vice President for Administrative Services and Finance, as the central procurement officer for the University and as my designee for purposes of administering the University's procurement process. In so doing, I authorize you to approve and execute contracts for the purchase of commodities and contractual services up to and including the amount of \$1,000,000. Contracts are construed to include, but not be limited to, agreements, purchase orders, change orders, licenses, lease-purchase agreements through the State of Florida's Consolidated Equipment Financing Program.

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. You may redelegate this authority in writing up to and including the amount of \$500,000. Redlegation should align authority with effective organizational assignments of responsibility.

c: Vee Leonard, General Counsel  
Maryan Egan, Director, Procurement Services

