


**MEMORANDUM**

**TO:** Linda Bacheler, Assistant Vice President, Administrative Services and Finance

**FROM:** Joseph Shepard, Vice President, Administrative Services and Finance 

**DATE:** October 1, 2008

**SUBJECT:** Delegation of Authority – Contracts

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Pursuant to a delegation of authority dated February 8, 2008, the President has granted me, as Vice President for Administrative Services and Finance, the authority to approve, execute and administer contracts on behalf of the Florida Gulf Coast University Board of Trustees, provided such contracts are in conformance with law and the regulations of the Board of Trustees.

As the President's designee, I hereby designate you as Assistant Vice President of Administrative Services and Finance as my designee for purposes of executing contracts for the purchase of commodities and contractual services up to and including the amount of \$500,000. Contracts are construed to include, but not be limited to, agreements, purchase orders, change orders, licenses, equipment lease-purchase agreements, equipment leases, contract extensions and renewals and deferred payment agreements through the State of Florida's Consolidated Equipment Financing Program. This delegation also includes the authority to execute agreements related to the rental and use of University facilities.

This delegation is effective immediately, provided funds are available, and supersedes any previous delegations relating to this subject matter. Moreover, this delegation may be redelegated, provided I receive prior notice of such redelegation and consent thereto. All contract issued must be handled in accordance with the law and University regulations.

c: President Wilson G. Bradshaw, Ph.D.  
Vee H. Leonard, Esq., General Counsel