

MEMORANDUM

TO: Maryan Egan, Director Procurement Services

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

DATE: October 1, 2008

SUBJECT: Delegation of Authority – Procurement

Pursuant to a delegation of authority dated October 1, 2008, the Vice-President for Administrative Services and Finance has granted me the authority to approve, execute and administer contracts on behalf of the Florida Gulf Coast University Board of Trustees.

I hereby designate the person holding the position of Director of Procurement Services as the central procurement officer for the University and as my designee for purposes of administering the University's procurement process. In doing so, I authorize you to approve and execute contracts for the purchase of commodities and contractual services up to and including the amount of \$500,000. Contracts are constructed to include, but not limited to, agreements, purchase orders, change orders, licenses, equipment lease-purchase agreements, equipment leases, contract extension 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 provided that funds are available and the contracts are issued in accordance with law and University rules. Moreover, this delegation may be redelegated, provided I receive prior notice of such redelegation and consent thereto.

This delegation is effective and supersedes any previous delegations relating to this subject matter.

c: Dr. Joseph D. Shepard, Vice President, Administrative Services and Finance
Vee H. Leonard, General Counsel

