

MEMORANDUM

**TO:** Associate Director of Procurement Services

**FROM:** Maryan Egan, Director, Procurement Services *ME*

**DATE:** December 15, 2011

**SUBJECT:** Delegation of Authority – Procurement Services

Pursuant to a delegation of authority dated October 22, 2004, the Vice President of Administrative Services granted the Director of Procurement Services the authority to approve, execute and administer contracts related to procurement on behalf of the Florida Gulf Coast University Board of Trustees, provided such contracts are in conformance with law and the rules of the Board of Trustees.

I hereby designate the Associate Director of Procurement Services as a central procurement officer for the University and as my designee for purposes of administering the University's procurement process. In doing so, I authorize such person to approve and execute contracts for the purchase of commodities and contractual services up to and including the amount of \$250,000. Contracts are constructed to include, but not limited to, agreements, purchase orders, change orders, licenses, lease-purchase agreements, leases, contract extension and renewals and deferred payment agreements through the State of Florida's Consolidated Equipment Financing Program. However, I reserve the authority to certify emergency purchases and to waive advertising requirements in accordance with Regulation FGCU-PR6.016 and I do not delegate the authority to make these decisions.

This delegation is effective provided that funds are available and the contracts are issued in accordance with law and University rules.

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

c: Steve Magiera, Vice President, Administrative Services and Finance  
Vee Leonard, Esq., General Counsel  
Richard Pence, Assistant Director, Procurement Services

