




MEMORANDUM

**TO:** Assistant Director of Procurement Services  
Coordinators in Procurement Services

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

**DATE:** October 1, 2008

**SUBJECT:** Delegation of Authority – Procurement

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Pursuant to a delegation of authority dated October 1, 2008, the Assistant Vice President for 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.

I hereby designate the Assistant Director of Procurement Services and the Coordinators in Procurement Services, each one individually, 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, equipment lease-purchase agreements, equipment 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 requirement in accordance with University regulations, 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 may not be redelegated.

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  
Linda Bacheler, Assistant Vice President for Administrative Services and Finance

