

Authority to Execute Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods and Services to be Supplied to the University

(Delegation of Authority SCDA-MM0001)

I. Delegation Summary

Delegated: by **Chancellor**
to **Vice Chancellor, Business and Administrative Services**

Redelegated: by **Vice Chancellor, Business and Administrative Services**
to **Director, University Business Services**

Redelegated: by **Director, University Business Services**
to **Director of Purchasing**

Scope of Delegation: This delegation provides the authority to issue purchase contracts, subcontracts, and standard purchase orders for the purchase of goods and services to be supplied to the University. Excluded from this delegation is the authority to purchase books, periodicals, and other materials for library collections for the UCSC McHenry Library and the Science Library, and items for resale by the UCSC bookstore.

Effective Date: February 1, 2008

II. Detailed Delegation

A. Detailed Delegation Statement

Effective immediately, the Director of Purchasing is authorized to execute purchase contracts, subcontracts, and standard purchase orders for goods and services to be supplied to the University in accordance with University policy and with procedures specified in the Business and Finance Bulletins.

This authority is delegated, provided that:

1. purchase contracts, subcontracts, or standard purchase orders are issued in accordance with University policy and procedures specified in Business and Finance Bulletins including BUS-43;
2. funds are available;
3. if required, approval of the contracting agency is secured;
4. prior approval is obtained from the Treasurer of The Regents for any acquisition or lease/purchase which contemplates or will result in the issuance of Certificates of Participation in order to provide funding for the transaction;

5. approval as to form is obtained from the General Counsel of The Regents for any purchase contract other than that made on the standard purchase order form or for any change in the standard terms and conditions;
6. any change in the content of the standard purchase order form, purchase requisition, and request for quotation shall be approved by the Senior Vice President--Business and Finance.

B. Restrictions/Exceptions

Exercise of this authority is subject to all the restrictions, limitations, conditions, and instructions outlined in the Presidential Delegation of Authority to Chancellors, DA2100, dated June 11, 1998.

C. Authority to redelegate

This authority may be redelegated, on an individual basis, by the Director of Purchasing to Buyers not to exceed \$500,000 per transaction. Any redelegation of this authority must be in writing and must be at least as restrictive as this delegation and subject to the same policies. Additional restrictions, however, may be included.

D. Definitions

None.

III. "Supersedes" Notification

This delegation of authority supersedes the previous campus delegations (MM0001 and MM0002) on this subject from and to equivalent positions dated April 18, 2000.

IV. Getting Help

The campus Purchasing Department can respond to questions about this delegation of authority.

If you need help with ...	Contact ...
...interpretation of this delegation	The Purchasing Department at (831) 459-2311

V. Authority/References

Authority to make this delegation is documented as follows:

References

- Standing Order of The Regents, Section 100.4(dd)
- Duties of the President Regents' Bylaw 5.1
- State of California Public Contract Code Section 10507.5-10510
- Business and Finance Bulletins, including BUS-43: Materiel Management
- Accounting Manual, Disbursements: Approvals, D-371-16

Related Delegations of Authority

UCOP Delegation DA2100, President Atkinson to Chancellors, et al., Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods and Services to be Supplied to the University, dated June 11, 1998.

VI. Copies

The following individuals/offices were provided copies of this delegation

UCOP

Director, Materiel Management
General Counsel and Vice President for Legal Affairs
Senior Vice President--Business and Finance
Universitywide Policy Office

UCSC

Campus Controller
Campus Policy Coordination Office
Director, Internal Audit