


University of Houston Victoria

Administrative Memorandum

To: Dr. Renu Khator, Chancellor
From: Dr. Tim Hudson 
Subject: UHV Delegation of Contracting Authority
Date: August 13, 2009
Reference: Board of Regents Policy 55.01.3
 UH System Administrative Memorandum 01.A.07
 UHV Contract Administration E-12

In accordance with policies referenced, I am approving the further delegation of authority for certain positions to negotiate, execute, and administer contracts and related documents. This delegation is limited to contracts not requiring Board approval and within the position's assigned area of departmental responsibilities.

1. **UNIVERSITY PROVOST / VICE PRESIDENT FOR ACADEMIC AFFAIRS AND VICE PRESIDENT FOR ADMINISTRATION AND FINANCE:** Contract delegation up to \$300,000.
2. **OTHER POSITIONS:** The following positions have been delegated contractual authority for monetary contracts up to \$15,000. Monetary contracts over \$15,000 will also require the signature of either Vice President or the President. Non-monetary contracts or agreements are included within this delegation and those having significant reporting, auditing or other compliance requirements shall also require the signature of the appropriate cabinet level supervisor.

Chief of Staff	Director, LEAD and Student Recruitment
Associate VP, Student Success/Enrollment Management	Director, Marketing
Dean, School of Arts and Sciences	Director, Small Business Development Center
Dean, School of Business Administration	Executive Assistant to the Provost
Dean, School of Education and Human Development	Athletic Coaches (Game Contracts Only)
Dean, School of Nursing	Bursar
Sr. Director of Libraries	Certification Officer (ISD Agreements)
Sr. Director, Information Technology	Comptroller
Director, Annual Giving	Coordinator, Training and Continuing Education
Director, Athletics Programs	Purchasing Agent (other than Purchase Order)
Director, Business Services (other than Purchase Order)	Registrar
Director, Facilities Services	Research Administrator
Director, Financial Aid	Safety and Risk Manager
Director, Human Resources/Affirmative Action Officer	Sr. Student Receivables Analyst (3 rd Party Tuition Agreements)

3. **PURCHASING STAFF AND DIRECTOR OF BUSINESS SERVICES:** The Purchasing Agent and Director of Business Services have authority to sign purchase orders up to \$100,000. Purchase orders over \$100,000 require the additional approval of the Vice President for Administration and Finance. Other purchasing staff have authority to approve individual purchase orders up to \$25,000.

This authorization supersedes previous delegations and remains effective until further notice.

Cc: Dr. Suzanne V. LaBrecque, Provost/Vice President for Academic Affairs
 Wayne B. Beran, Vice President for Administration and Finance
 Chris R. Hobza, Associate General Counsel/Executive Director, UHS Contract Administration
 Tom Tracy, Assistant General Counsel, UHS Contract Administration

Office of the President