



UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

Interoffice Memorandum

Office of the Chancellor
UH System

Office of the President
University of Houston

DATE: October 16, 2006

TO: Dr. Jay Gogue, Chancellor/President
UH System/UH

FROM: Gloria Sephers, Executive Director
Business Services, Chancellor/President's Division

SUBJ: Chancellor/President's Delegations of Authority – **Modification: #1_07/Oct06**

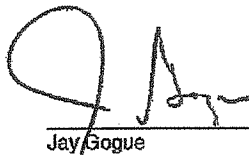
The Chancellor/President's Delegations of Authority web page has been modified to further clarify delegations of contractual authority. The proposed changes, requested by Brian Nelson, Associate General Counsel and Executive Director for Contract Compliance/Contract Administration, have been approved by the VC/VP for Legal Affairs and the VC/VP for Administration and Finance, for your consideration. The web pages with proposed modifications (copies attached) can be viewed at: <http://www.uh.edu/admin/president/>. Modification #1_07/Oct06 is summarized as follows:

- 1. UNIVERSITY PRESIDENTS: Contract delegation up to \$500,000.** - Each university president may further delegate authority under this \$500,000 threshold as appropriate. Further delegation must be in writing and on file with the appropriate University Office of Contract Administration.
- 2. VICE CHANCELLORS/VICE PRESIDENTS: Contract delegation in area of responsibility, up to \$500,000.**
 - Contracts between \$300,000 and \$500,000 also require the approval and signature of the VC/VP for Administration and Finance.
 - Each vice chancellor/vice president may further delegate this authority under the \$300,000 threshold, as appropriate, if in writing and on file with the UH Office of Contract Compliance/Contract Administration.
- 3. DIRECTOR OF ATHLETICS: Contract delegation in area of responsibility, up to \$500,000.**
 - Contracts between \$100,000 and \$500,000 also require the approval and signature of the VC/VP for Administration and Finance.
 - The Director of Athletics may delegate authority for contracts less than \$25,000 if in writing and on file with the UH Office of Contract Compliance/Contract Administration.

Please let me know if you have questions or need additional information. If Modification #1_07/Oct06 meets with your approval, please sign in the space provided below. A copy of this memorandum will be forwarded to your designees and other staff, as appropriate, upon your approval.

Thank you.

APPROVED:


Jay Gogue


Date

Attachments

Cc: Dona Hamilton, VC/VP, Legal Affairs/General Counsel
John Rudley, VC/VP, Administration & Finance
Brian Nelson, Assoc. General Counsel/Exec. Director