M E M O R A N D U M

To: Purchasing, Business Services

From: _____
Department

Subject: Departmental Assignment of Delegated Departmental Purchaser

Ref: UHV Administrative Policy and Procedures, E-1

In accordance with the UHV Administrative Policies and Procedures, E-1, the following individual _____ has been assigned responsibility for this department's delegated purchases as defined in the Purchasing Manual. This assignment shall remain in effect through August 31, 20__.

In signing this authorization it is understood that:

1. The departmental purchaser will adhere to the procedures in the Purchasing Manual as posted on the UHV Purchasing Website.
2. The delegated purchaser will be required to attend in-house Purchasing training sessions as well as annual on-line training as part of their continuing education.
3. It is the department's responsibility to make all arrangements with the vendor, including verification of pricing, shipping, and advising vendor of terms of payment (net 30 days) and returns.
4. Departments are delegated authority for the purchase of most goods and services up to $3,000. Orders may not be split to circumvent procedures and delegated limits. Refer to the Purchasing Manual for guidelines and exceptions including but not limited to:
   4.1. IT Commodity Purchasing Program for the purchase of IT Products. (www.uhv.edu/purchasing/cisv.asp)
   4.2. Printing policy for printing using State Funds. (www.uhv.edu/purchasing/Printing.asp)
5. The delegated purchaser is responsible for verifying the receipt of goods ordered which includes maintaining documentation to assure that the amounts invoiced are in fact the amounts agreed upon with the vendor.
6. Delegation can be revoked for failure to follow University procedure, exceeding delegated limits, failure to make a good faith effort to purchase from HUBs or failing to attend continuing education training sessions.

Signature:_____ Signature:_____
Department Delegated Purchaser Department Head

_____ _____ _____ _____
Printed name Date Printed Name Date

Approved:_____ _____
Purchasing, Business Services Date

Revised: 07/09