

## MEMORANDUM

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To: Chancellor Jay Gouge  
From: Tim Hudson, Ph.D.  
Subject: Delegation of Contracting Authority through August 31, 2006  
Date: August 18, 2005  
Re: Board of Regents Policy 47.01.3 and UH System Administrative Memorandum 03.A.05, Contract Administration



In accordance with Board and UH System policy, through August 31, 2006, I am recommending the delegation of authority for the following positions to negotiate, execute, and monitor contracts and related instruments not requiring Board or Chancellor's approval. This delegation is subject to compliance with UHV administrative policy E-12 and UHS Administrative Memorandum 03.A.05, as amended, for delegation of signature authority. The Provost and Vice President of Administration and Finance shall have delegated authority to sign contracts up to \$500,000. Other positions listed have authority to sign contracts within their departmental areas up to \$5,000; contracts over \$5,000 will also require the signature of either the Provost, Vice President or myself. All contracts in excess of \$500,000 are to be approved and executed by the Chancellor.

### Position

- Provost and Vice President for Academic Affairs
- Vice President for Administration and Finance
- Associate Vice President, Office of University Advancement
- Associate Vice President, Student Services and Regional Outreach
- Assistant Vice President for Research and Program Development/Director of Nursing
- Dean, School of Arts and Sciences
- Dean, School of Business Administration
- Dean, School of Education and Human Development
- Dean for Academic Services, UHSCR and UHSSL Centers
- Executive Director, Student Services/Regional Outreach
- Director, Business Services
- Director, Community and Alumni Relations
- Director, Communications and Marketing
- Director, Facilities Services
- Director, Information Technology
- Director, Financial Aid
- Director of Libraries
- Director, Instructional Support Services
- Director, Special Projects
- Director, Student Development
- Director, SBDC
- Director, UHS at Sugar Land
- Director, UHS at Cinco Ranch
- Bursar
- Comptroller
- Grants Coordinator, Finance
- Human Resources/Affirmative Action Officer
- Purchasing Agent
- Purchasing Assistant
- Registrar
- Safety and Risk Manager

Office of the President