



UNIVERSITY OF HOUSTON - VICTORIA

OFFICE OF THE PRESIDENT

3007 N. Ben Wilson St. Victoria, TX 77901

WWW.UHV.EDU

Administrative Memorandum

To: Dr. Renu Khator, Chancellor
From: Dr. R. Vic Morgan, Interim President
Subject: UHV Delegation of Contracting Authority
Date: August 20, 2015
Reference: Board of Regents Policy 55.01.3
UH System Administrative Memorandum 03.A.05
UHV Contract Administration E-12

In accordance with policies referenced, I am approving the further delegation of authority for designated positions to negotiate, execute, and administer certain contracts and related documents. This delegation is limited to contracts not requiring Board approval and within the employee's assigned area of responsibility and also includes memorandum of understanding, interlocal, interagency, intrasystem, and articulation agreements.

- 1. UNIVERSITY PROVOST / VICE PRESIDENT FOR ACADEMIC AFFAIRS, VICE PRESIDENT FOR ADMINISTRATION & FINANCE, VICE PRESIDENT FOR ADVANCEMENT & EXTERNAL RELATIONS AND VICE PRESIDENT FOR ENROLLMENT MANAGEMENT & STUDENT AFFAIRS: Contract delegation up to \$300,000.
2. OTHER POSITIONS: The following positions have been delegated contractual authority for monetary contracts up to \$25,000. Monetary contracts over \$25,000 will also require the signature of either Vice President or the President. Non-monetary agreements with significant reporting, auditing or other compliance requirements shall also require the signature of the appropriate cabinet level supervisor.

Table with 2 columns: Position Name and Delegated Authority. Rows include Vice President for Advancement & External Relations, Assistant Vice President, Enrollment Management, Dean, School of Arts & Sciences, etc.

- 3. PURCHASING STAFF AND DIRECTOR OF BUSINESS SERVICES: The Purchasing Manager 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. Purchasing Assistant has delegated authority to approve purchase orders up to \$25,000.

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

Cc: Dr. Jeffrey Cass, Provost/Vice President for Academic Affairs
Wayne B. Beran, Vice President for Administration & Finance
Jesse Pisors, Vice President for Advancement & External Relations
Jay Lambert, Vice President for Enrollment Management & Student Affairs
Mark R. Yzaguirre, Associate General Counsel