

PRESIDENTIAL MEMORANDUM #71

SUBJECT: Delegation of Authority for University Purchasing

DATE: June 23, 1987

I. PURPOSE

The purpose of this memorandum is to establish a policy for the delegation of purchasing authority and to establish efficiency within the Purchasing Department for handling purchases within certain limitations as provided by law.

II. POLICY

The President and the Director of Purchasing have the authority to contractually bind the University under Section 240.227 (14), F.S., 6C6-6.02, F.A.C., and 6C6-.08, F.A.C. under rule 6C6-.02, F.A.C. The President under his/her authority further delegates this responsibility as follows:

The Assistant Director and Purchasing Agents are authorized to sign purchase orders which bind the University to purchases of amounts less than \$3,000.00.

Helen Popovich
President and Professor

Distribution: Vice Presidents, Deans, Directors & Departmental Chairpersons