

Office of Contract Administration

To: _____
Name of Employee and Title

From: _____
Name of Employee and Title¹

Date: _____

Fiscal Year: _____

Subject: Chancellor/President's Delegation of Authority for Contracts, Procurement of Equipment, Goods and Services — Office of Contract Administration's Signature Authority Website — SAM 03.A.05

This memorandum is in accordance with the Office of the Chancellor/President's Delegation of Authority in negotiating, executing, and administering contracts and procurement of equipment, goods, and services less than **\$300,000.00** which has been delegated to me as *Vice Chancellor/Vice President*. Signature authority is hereby further delegated to you for contracts and procurement that are less than \$ _____ within your area of responsibility².

Please understand that this delegation of authority will continue as an employee of the University of Houston System and/or University of Houston unless modified (redelegated, rescinded, determined not to be needed) at the sole discretion of the Chancellor/President and/or me. All delegations are subject to and limited by (i) existing and/or future Board of Regent, University of Houston System and University policies, and (ii) approval of the Office of the General Counsel or its affiliated offices.

All delegations of contracting authority memo must be made in writing by **September 1** of each fiscal year in which it will be effective and filed with the Office of Contract Administration.

Please refer to the Office of Contract Administration Signature Authority Website at <http://www.uh.edu/legal-affairs/contract-administration/signature-authority/> for additional information.

¹ Employee must have received delegated authority from a UHS/UH Vice Chancellor/Vice President and must have a copy of this written delegation attached to this memorandum.

² The delegation may not exceed the authority given to the granting UHS/UH Vice Chancellor/Vice President.