UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

To: _____
Name of Employee and Title

From: _____
Name of University Employee and Title[1]

Date: _____

Subject: Chancellor/President's Delegation of Authority for Contracts, Procurement of Equipment, Goods and Services — Office of Contract Administration Signature Authority Webpage — SAM 03.A.05 and MAPP 04.04.01A

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 which has been delegated to UHS/UH Vice Chancellors/Vice Presidents. I have received delegated authority as evidenced by the attached memorandum – and hereby further delegate to you in negotiating, executing and administering contracts and procurement that are less than $_____ within your area of responsibility.[2]

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continue as an employee of the University of Houston System and/or University of Houston unless modified (redelegated, rescinded, determined not to be needed) at the sole discretion of the Chancellor/President and/or me.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.

Please refer to the Office of Contract Administration's Signature Authority Webpage for additional information.

Cc: UH Office of Contract Administration

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[1] This University 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 to you may not exceed the authority given to me by the granting UHS/UH Vice Chancellor/Vice President.