



## DELEGATION OF AUTHORITY 3-07

Associate Director, Procurement  
Administrative Services and Finance

On May 10, 2016, in the Resolutions for Presidential Authorizations and subsequent amendments, the Florida Gulf Coast University Board of Trustees authorized the President to, among other things, manage and administer the University and to exercise all of the powers, duties, and authorities of the University, except to the extent that such powers, duties, and authorities are required to be exercised by the Board or the Board of Governors according to their respective resolutions, regulations, operating memoranda, and policies, and/or applicable law.

Subsequently, the President delegated to the Vice President for Administrative Services and Finance the authority to administer and execute agreements related to the University's business and financial operations as well as invest and administer funds on behalf of the University.

Subsequently, the Vice President for Administrative Services and Finance granted the University Controller the authority to approve, execute, and administer contracts on behalf of the Florida Gulf Coast University Board of Trustees.

Subsequently, the University Controller has granted me authority to administer the University's procurement process and approve and execute contracts for the purchase of commodities up to and including the amount of \$500,000.

I hereby designate Richard Pence, Associate Director, Procurement, as my designee to continue the following:

### **Agreements**

I hereby designate you as a central procurement officer for the University and as my designee for purposes of administering the University's procurement process. In doing so, I authorize you to approve and execute contracts for the purchase of commodities and contractual services up to, and including, the amount of \$500,000. Contracts are constructed to include, but not limited to, agreements, purchase orders, change orders, licenses, lease-purchase agreements, leases, contract extension and renewals and deferred payment agreements through the State of Florida's Consolidated Equipment Financing Program.

However, I reserve the authority to certify emergency purchases and to waive advertising requirements in accordance with FGCU Regulation 6.025, Procurement, and I do not delegate the authority to make these decisions.

This delegation is effective provided that funds are available and handled in accordance with law and University policies. Moreover, in accordance with FGCU Policy 1.013, Contract Review, any document covered under this delegation must receive legal review by the Office of the General Counsel prior to execution.

**This delegation is effective immediately and supersedes any previous delegations relating to these subject matters. This delegation may be redelegated, provided I receive prior notice of such redelegation and consent thereto. Any redelegation of this authority shall be prepared by and in consultation with the Office of the General Counsel. Redelegation should align authority with effective organizational assignments of responsibility.**

*History*

*Effective 12/15/11; Amended 05/13/21; Amended 03/07/22*

**APPROVED**

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\*s/Maryan Egan  
Maryan Egan  
Director, Procurement Services