



Division of Continuing Education

UNIVERSITY *of*
NORTH FLORIDA

November 1, 2007

MEMORANDUM

TO: Timothy Giles, Director
Division of Continuing Education and Extension

FROM: Robert L. Wood, Dean
Division of Continuing Education and Extension

SUBJECT: Delegation of Signature Authority for Contracts

Effective this date, I hereby delegate to the Director, Division of Continuing Education and Extension the authority vested in me pursuant to the Delegation of Signature Authority for Continuing Education Agreements by the Provost and Vice President, Academic Affairs dated November 1, 2007 for contract approval, execution and administration for all contracts with state agencies, private corporations and other entities for continuing education programs administered by the Division of Continuing Education and Extension.

The authority delegated hereby shall be exercised in accordance with all applicable university regulations, policies and procedures, and laws of the State of Florida

This delegation of authority shall remain in effect until revoked by me in writing and shall not be further delegated.

Thank you for accepting this responsibility