



ADMINISTRATION & FINANCE  
Office of the Vice President

UNIVERSITY *of*  
NORTH FLORIDA

November 1, 2007

MEMORANDUM

TO: Lucy Croft, Assistant Vice President  
Student Affairs

FROM: Shari A. Shuman, Vice President *SAS*  
Administration and Finance

SUBJECT: Entertainment Contracts

Effective this date, pursuant to the authority vested in me by the University President on November 1, 2007 to approve, execute and administer business and financial contracts on behalf of the University of North Florida Board of Trustees, I hereby further delegate authority to you as Assistant Vice President, Student Affairs to approve, execute and administer contracts for entertainment sponsored or co-sponsored by student organizations, provided that the contract price shall not exceed \$2,500 and further provided that your authority shall be exercised in accordance with guidelines provided by the Office of the General Counsel.

This delegation shall remain in effect until revoked by me in writing and shall not be further delegated. Thank you for agreeing to accept this responsibility.