



UNIVERSITY of
NORTH FLORIDA

November 1, 2007

M E M O R A N D U M

TO: Paul J. Riel, Director
University Housing

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

SUBJECT: Delegation of Authority – Housing and Residence Life
Agreements

Pursuant to a delegation of authority dated November 1 2007, the University President has granted me the authority to administer and execute business and finance agreements on behalf of the University of North Florida Board of Trustees, provided such contracts are in conformance with law and the rules of the Board.

Effective this date, I hereby designate the Director of University Housing as my designee and authorized institutional representative for purposes of administering and executing the University's housing and residence life agreements. These agreements are construed to include, but not be limited to, memoranda of understanding, memoranda of agreement, letters of agreement, contracts, leases, licenses, and extensions and renewals thereof, relating to matters such as use of housing space and facilities, conferences and special activities held in housing space and facilities, and student and guest apartment rentals.

The Office of the Vice President, General Counsel shall review and approve all standard forms of lease and agreement, and the said Office shall approve any revisions to such standard forms.

This delegation is effective provided that funds are available and the contracts are issued in accordance with law and University regulations, policies and procedures.

This delegation supersedes any previous delegations relation to this subject matter, shall remain in effect until revoked by me in writing and shall not be further delegated

Thank you for agreeing to accept this responsibility.