



UNIVERSITY of
NORTH FLORIDA.

November 1, 2007

MEMORANDUM

TO: Thomas S. Serwatka, Vice President
Chief of Staff

Mark E. Workman, Provost and Vice President
Academic Affairs

Shari A. Shuman, Vice President
Administration and Finance

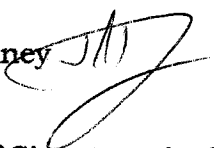
Rachelle Gottlieb, Vice President
Human Resources

Mauricio Gonzalez, Vice President
Student and International Affairs

Pierre N. Allaire, Vice President
Institutional Advancement

Karen J. Stone, Vice President
General Counsel

Janet D. Owen, Vice President
Governmental Affairs

FROM: John A. Delaney 
President

SUBJECT: Delegation of Signature Authority for Personnel Action
Forms, Overtime Forms, OPS Contracts, and OPS Personnel
Action Forms

Effective this date, I hereby delegate to each above-designated Vice President authority to approve and sign the following documents concerning personnel within their divisions or units:

- 1) Personnel Action Form
- 2) Overtime forms
- 3) OPS Personnel Action Forms

This authority may be further delegated as appropriate in support of the philosophy of decentralization and to increase the efficiency and effectiveness of the administrative procedures within the University. Effective this date, the foregoing documents should be forwarded directly to the appropriate University office for processing.

Each Vice President and their designee(s) are responsible for ensuring that their respective units and/or the Vice President's Office has the funding necessary to cover all contracts, OPS activities, and overtime expenses which are approved.

Thank you for agreeing to accept this responsibility.