



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

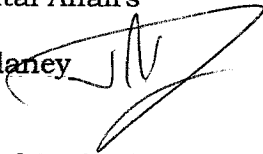
Mauricio Gonzalez, Vice President
Student and International Affairs

Pierre N. Allaire, Vice President
Institutional Advancement

Rachelle Gottlieb, Vice President
Human Resources

Karen J. Stone, Vice President
General Counsel

Janet D. Owen, Vice President
Governmental Affairs

FROM: John A. Delaney 
President

SUBJECT: Delegation of Authority - Custodial Responsibility for
Property and Equipment

Effective this date, I hereby delegate to each Vice President the authority and responsibility vested in me pursuant to Florida Statutes Section 1001.74(6) and the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on January 26, 2007 and applicable University rules and policies, for the control of and accountability for University-owned tangible personal property within your division.

For the purposes of this delegation, University property and equipment shall include property purchased with grant funds.

In assuming this responsibility, please assure that:

1. All property/equipment is accurately assigned to each department or unit within your division;
2. All assigned property/equipment is used solely for the business of and benefit to the University;
3. All property/equipment is physically protected against loss or damage, and
4. All required property control forms, annual departmental physical inventory, and all other policies and procedures established by the Controller's Office are accurately and timely completed.

In carrying out the above duties, I authorize your further delegation of this responsibility to the appropriate department heads (e.g., deans, directors and chairs) for each department or unit within your area of responsibility.

Under this delegation, the Vice President for Administration and Finance shall exercise final approval authority and shall be the custodian of survey forms and any other records required by rules and policies of the University, Florida Board of Governors and/or the state, which responsibility shall not be further delegated.

This delegation of authority shall remain in effect until revoked by me in writing. Thank you for agreeing to accept this responsibility.