



UNIVERSITY of
NORTH FLORIDA

November 1, 2007

MEMORANDUM

TO: Joann Campbell
Associate Vice President, Academic Affairs

FROM: Mark E. Workman, ^{MEW} Provost and Vice President
Academic Affairs

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

Effective this date, I hereby delegate to the Associate Vice President, Academic Affairs the control of and accountability for University-owned tangible personal property within Academic Affairs vested in me pursuant to the Delegation of Authority – Custodial Responsibility for Property and Equipment by the President of the University of North Florida dated November 1, 2007.

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 Academic Affairs;
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.

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, and shall not be further delegated.

Thank you for accepting this responsibility.