




July 17, 2018

MEMORANDUM

TO: Shari A. Shuman, Vice President, Administration and Finance

FROM: David M. Szymanski, Ph.D. 
President

SUBJECT: Delegation of Authority – Business, Finance and IPTM Agreements

The Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on July 16, 2018, grants authority to the University President to approve, execute and administer contracts on behalf of the University of North Florida Board of Trustees.

Approval and Signature Authority – Business and Finance Agreements

Effective May 31, 2018, I hereby designate the Vice President for Administration and Finance as my designee for purposes of executing and administering agreements relating to the University's business and financial operations. Agreements include, but are not limited to contracts, memoranda of understanding, leases, licenses, memoranda of agreement, purchase orders, forms, letters of agreement, applications, and extensions and renewals thereof, relating to business transactions and financial matters such as banking, debt obligations, risk management, insurance, law enforcement, personal property, procurement, equipment, vending, concessions, rental and use of university facilities, University contracted entertainment and entertainment support, and tax issues.

Approval and Signature Authority – IPTM

This delegation shall include the authority to sign on my behalf Institute of Police Technology & Management (IPTM) contracts for less than \$500,000. Contracts that stipulate "president's original signature" should be forwarded to me.

The process for approval of all IPTM contracts is as follows:

- (1) The General Counsel will review and approve all contracts.

- (2) The Vice President for Administration and Finance will sign contracts for less than \$500,000.
- (3) The Vice President for Administration and Finance will review and forward to the President for signature contracts greater than \$500,000 and contracts that require the president's original signature.

The Vice President for Administration and Finance shall be responsible for ensuring that all agreements or forms of agreement comprehended by the delegations set forth herein are approved by the Office of the General Counsel prior to execution.

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

I authorize the further delegation of this authority and any further delegation of this authority shall be in writing with a copy provided to the Office of the General Counsel. Any further delegation shall align authority with effective organizational assignments of responsibility.

This delegation of authority supersedes any and all previous delegations relating to this subject matter and shall remain in effect until revoked by me in writing.