



July 17, 2018

M E M O R A N D U M

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

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

SUBJECT: Construction Change Orders

Effective May 31, 2018, pursuant to the authority vested in the University President by paragraph 5(d) of the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on July 16, 2018 to approve change orders for construction projects including architectural and engineering projects ("construction projects") on behalf of the University of North Florida Board of Trustees, I hereby delegate said authority to the Vice President for Administration and Finance to the full extent of my authority under the resolution.

In carrying out the above described duties, I authorize your further delegation of authority to approve change orders for construction projects (including architectural and engineering projects) ("construction project(s)") to the Assistant Vice President for Facilities Planning, provided that the Assistant Vice President's approval authority shall not exceed the sum of \$50,000 for any single change order.

Additionally, I authorize your further delegation to the Assistant Vice President authority:

- (1) to approve negative change orders, regardless of amount, including, without limitation, change orders relating to the Owner Direct Purchase Program and the administrative closeout of construction projects; and
- (2) to certify the inclusion of Owner Direct Purchase products in construction, renovation, and improvement projects, as may be required by law, rule, or regulation.

This delegation of authority supersedes any and all prior delegations by my office as to this subject matter, shall remain in effect until revoked by me in writing and shall not be further delegated.