




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. 
President

SUBJECT: Delegation of Authority – Construction and Land Use Contracts

Pursuant to the Board of Governors Regulation 1.001 and Section 1001.72(3), Florida Statutes, the University of North Florida Board of Trustees is responsible for the construction of facilities and is the contracting agent of the University.

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, as custodian of all University property, to approve and execute contracts on behalf of the University of North Florida Board of Trustees for construction and land use.

Effective May 31, 2018, I hereby authorize the Vice President for Administration and Finance to approve and execute contracts for the construction, repair and renovation of facilities, the prosecution and completion of public works projects, and the management of land use and real estate matters related to the University's real property, buildings and improvements.

Contracts include, but are not limited to agreements, memoranda of understanding, purchase orders, licenses, letters of authorization, lease-purchase agreements, leases, easements, covenants, and contract amendments, extensions and renewals. Change orders are the subject of another delegation of authority.

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

This delegation supersedes any and all previous delegations by my office as to this subject matter and shall remain in effect until revoked by me in writing. I authorize further delegation of immediate supervision of these responsibilities to qualified staff under your supervision. Any further delegation of this authority shall be in writing with a copy provided to the Office of the General Counsel and should align authority with effective organizational assignments of responsibility.