



August 29, 2018


MEMORANDUM

TO: Pamela S. Chally, Interim Provost and Vice President,
Academic Affairs

Shari A. Shuman, Vice President, Administration and Finance

Karen J. Stone, Vice President and General Counsel

Ann S. McCullen, Vice President, University Development and
Alumni Engagement

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

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

Effective this date, I hereby delegate to each officer listed above the authority and responsibility vested in me pursuant to the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on July 16, 2018 and applicable University regulations and policies, for the control of and accountability for University-owned tangible personal property within each officer's division or unit.

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

In assuming this responsibility, each officer should assure that:

1. All property/equipment is accurately assigned to each department or unit within such officer's division or unit;
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 further delegation of this responsibility to the appropriate department heads (e.g., associate vice presidents, deans, directors and chairs) within each officer's area of responsibility.

The Vice President for Administration and Finance will exercise final approval authority and will be the custodian of survey forms and any other records required by regulations and policies of the University, Florida Board of Governors, or the State.

This delegation supersedes any and all prior delegations by this office as to this subject matter and shall remain in effect until revoked by me in writing.