MEMORANDUM

DATE: March 01, 2018

TO: Danny C. Kim
    Vice President for Administration & Finance/CFO

FROM: Framroze Virjee
    President

SUBJECT: Delegation of Authority: Procurement Card Program Administrator

Listed below is the name and title of the person designated as the Procurement Card Program Administrator with the authority to set and enforce procurement card policies and procedures as required by Integrated California State University Administrative Manual Policy 5150.00, section 200.

Michael D. Pruitt          Procurement Operations Manager

Listed below are the names and titles of the persons designated as delegates who are authorized to administer the campus procurement card program in conjunction with the Administrator or in the Administrator’s absence.

Larissa Meza               eBusiness Program Specialist
Hector Muniz               Buyer III

The authorities delegated shall be exercised with sound judgment and in compliance, as applicable, with all State and CSU laws, policies, procedures, Executive Orders, and the Integrated California State University Administrative Manual (ICSUAM).

c: Lupe Briseño, May Wong, Named Individuals