



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the President

P.O. Box 6810, Fullerton, CA 92834-6810 / T 657-278-3456 / F 657-278-2649

MEMORANDUM

DATE: November 16, 2012

TO: University Community

FROM: Mildred García
President

SUBJECT: Delegation of Authority for Contracting

Under the authority granted by Executive Order No. 775, I have delegated the Office of Contracts and Procurement purchasing authority for all contracts or agreements which expend State funds or obligate the University in any manner. Contracts and Procurement is responsible for ensuring all contractual activity is consistent with Trustee policy and law. Therefore, the university community is reminded that all contracts or agreements must be reviewed and approved by Contracts and Procurement.

Individuals who sign contracts or agreements without written delegated authority from my office may be individually liable for the obligation and may be subject to further penalties. The university will not assume responsibility for contracts or agreements entered into by unauthorized individuals.

The following do not require approval by Contracts and Procurement:

- Contracts executed by Associated Students, Inc., California State University, Fullerton (ASI)
- Contracts executed by California State University, Fullerton Auxiliary Services Corporation (ASC)
- Contracts executed by California State University, Fullerton Philanthropic Foundation (CSUFPPF)
- Grants or grant-related contracts
- HR Employment Contracts/Settlement Agreements
- Pollak Library contracts for books, publications, and periodical subscriptions
- Authorized Procurements via P-card Program or Office Max Program
- Subsequent campus programs authorized by Contracts and Procurement

Please note that Contracts and Procurement has limited resources available therefore sufficient lead-times should be allowed for appropriate review when needed (e.g. Risk Management and/or University Counsel). Processing times will vary according to existing workload.

THE CALIFORNIA STATE UNIVERSITY

Page 2 of 2
November 16, 2012
Delegation of Authority for Contracting

Mr. Don Green, Director of Contracts and Procurement (x 2413) and Sally Yassine, Associate Director of Contracts & Procurement (x 4503) will serve as unit contacts regarding these transactions. Please contact these individuals directly or via email at DL-Procurement@fullerton.edu .

cc: President's Cabinet
Mr. Frank Mumford, Executive Direction, CSUF Auxiliary Services
Mr. Fred Sanchez, Executive Director, Associate Students Inc.
Mr. Ira Unterman, CFO, CSUF Philanthropic Foundation