MEMORANDUM

DATE: October 15, 2018

TO: University Community

FROM: Framroze Virjee
      President

SUBJECT: Delegation of Authority for Contracting

This memorandum supersedes the previous Delegation of Authority for Contracting dated January 25, 2017 (attached). 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. In addition, the University Counsel assigned to CSUF has authority to enter into contracts that are in connection with, or in furtherance of, providing legal services to CSUF.

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 (CSUFPF)
- Grants or grant-related contracts
- HR Employment Contracts/Settlement Agreements
- Pollak Library contracts for books, publications, and periodical subscriptions
- Authorized Procurement via P-card Program or Staples Program
- Subsequent campus programs authorized by Contracts and Procurement
Delegation of Authority for Contracting

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.

Mr. Nelson Nagai, Director of Contracts and Procurement (x2413), Mr. Sergio Rodriguez, Contracts Manager (x5492), and Mr. Michael Pruitt, Procurement Manager (x3829) 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
- Dr. Dave Edwards, Executive Director, Associate Students, Inc.
- Ms. Daniele LeCesne, Executive Director, University Advancement and CFO, CSUF Philanthropic Foundation
- Mr. Chuck Kissel, Executive Director, CSUF Auxiliary Services Corporation