

IDA 616

July 1, 2019

**VICE CHANCELLOR–DIVISION OF FINANCE AND ADMINISTRATION  
ASSOCIATE VICE CHANCELLOR, CAMPUS OPERATIONS–DIVISION OF  
FINANCE AND ADMINISTRATION  
EXECUTIVE DIRECTOR, REAL ESTATE SERVICES–DIVISION OF FINANCE AND  
ADMINISTRATION**

**RE: Delegation of Authority – Approve and Execute Leases**

The following authority was delegated to Chancellors by Presidential Delegation DA 2629 (Item 8), April 5, 2019:

Approve and execute leases (including exercising renewal options, ancillary documents, amendments, and other modifications to leases), that have:

- (i) a term not to exceed 10 years excluding options when UC is Tenant but including options when UC is Landlord; and
- (ii) an initial base annual consideration not to exceed \$2 million provided that all commitments with an initial base annual consideration in excess of \$1 million shall be memorialized by either:
  - (a) a UC Standard Form Lease without material modification, or
  - (b) an agreement reviewed by Real Estate Services & Strategies and approved by the Office of General Counsel as to legal form.

Authority excludes approval and execution of ground leases, and execution of options to purchase.

Guidance and requirements for the implementation of this authority can be found in the following area of the Facilities Manual: 2.7.8 Requirements to Lease, License, and Granting Easements or Rights-of-Way Under Delegated Authority.

I am redelegating my authority as follows to the:

1. Vice Chancellor–Division of Finance and Administration: my full authority;
2. Associate Vice Chancellor, Campus Operations–Division of Finance and Administration: authority to execute leases (including renewal options, ancillary documents, amendments, and other modification) as long as the total value of the original or modified lease does not exceed \$100,000/year;

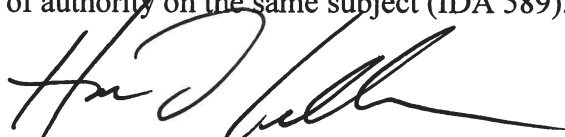
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1. Executive Director, Real Estate Services–Division of Finance and Administration:  
authority to execute leases (including renewal options, ancillary documents, amendments,  
and other modification) as long as the total value of the original or modified lease does  
not exceed \$35,000/year;

provided the indemnity and insurance provisions of the lease agreements have been approved by  
the campus risk manager.

UCI Real Estate Services shall be the office of record for original executed lease agreements and  
amendments thereto made pursuant to this delegation.

This authority may not be further redelegated and supersedes my September 1, 2017, delegation  
of authority on the same subject (IDA 589).



Howard Gillman  
Chancellor

cc: UCOP Capital Asset Strategies  
Provost and Executive Vice Chancellor  
Vice Chancellors  
Chief Executive Officer–UCI Health System  
Office of Campus Counsel  
Associate Provost and Executive Vice Chancellor  
Associate Vice Chancellor, Chief of Staff–Health Affairs  
Associate Vice Chancellor–Facilities Management  
Assistant Vice Chancellor–Accounting and Fiscal Services  
Assistant Vice Chancellor–Design & Construction Services  
Assistant Vice Chancellor–Campus Physical and Environmental Planning  
Director–Internal Audit  
Chief Procurement Officer–Procurement Services  
Risk Manager  
Manager–Administrative Policies