

IDA 635

May 26, 2022

CHIEF FINANCIAL OFFICER/VICE CHANCELLOR – DIVISION OF FINANCE AND  
ADMINISTRATION  
ASSOCIATE VICE CHANCELLOR – DIVISION OF FINANCE AND  
ADMINISTRATION  
CHIEF EXECUTIVE OFFICER – UCI HEALTH  
CHIEF FINANCIAL OFFICER – UCI HEALTH  
CONTROLLER/ASSISTANT VICE CHANCELLOR, ACCOUNTING & FISCAL  
SERVICES  
CHIEF PROCUREMENT OFFICER, UCI CAMPUS  
CHIEF PROCUREMENT OFFICER, UCI HEALTH  
UNIVERSITY LIBRARIAN

**RE: Redelegation of Authority - To Execute Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods, and Services to be Supplied to the University of California, Irvine**

The authority to execute purchase contracts, subcontracts, and standard purchase orders for material, goods, and services to be supplied to the University of California, Irvine was delegated to the chancellor by Presidential Delegation [DA 2100](#), June 11, 1998. I am redelegating that authority to the chief financial officer and vice chancellor of the UCI Division of Finance and Administration and to the chief executive officer of UCI Health.

I am also redelegating this authority to the university librarian for the purchase of library collections in all formats in amounts not to exceed \$500,000.

The above authority is delegated provided that:

1. Purchase contracts, subcontracts, or standard purchase orders are in accordance with university policy, with procedures specified in the Business and Finance Bulletin;
2. Funds are available;
3. If required, approval of the contracting and granting agency is secured;
4. Prior approval is obtained from the treasurer of the regents for any acquisition or lease/purchase which contemplates or will result in the issuance of Certificates of Participation in order to provide funding for the transaction.



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Approval as to form must be obtained from the University of California general counsel or their designee for any purchase contract other than those made on the standard purchase order form, or for any change in the standard terms and conditions. The University of California executive vice president and chief financial officer or their designee shall approve any change in the content of the standard purchase order form, purchase requisition, and request for quotation.

You may redelegate this authority to the following positions which report under your supervision:

- 1) controller/assistant vice chancellor of Accounting and Fiscal Services - up to \$5 million
- 2) UCI Health chief financial officer – up to \$5 million
- 3) chief procurement officer at the UCI campus - up to \$2 million
- 4) chief procurement officer at UCI Health – up to \$2 million

Per [DA 2100](#), the university librarian and the chief procurement officers (formerly known as materiel managers) may redelegate this authority to individuals under their supervision.

This letter supersedes Chancellor Cicerone's September 1, 1998, delegation of authority (IDA255) on the same subject.

DocuSigned by:



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Howard Gillman  
Chancellor

cc: Provost and Executive Vice Chancellor  
Campus Counsel  
Director, Internal Audit  
Policy and Compliance Specialist