



Michael V. Drake, MD
President

May 1, 2025

Office of the President
1111 Franklin St.
Oakland, CA 94607

universityofcalifornia.edu

CHANCELLORS
LAWRENCE BERKELEY NATIONAL LABORATORY DIRECTOR
VICE PRESIDENT—AGRICULTURE AND NATURAL RESOURCES
ASSOCIATE VICE PRESIDENT—CHIEF PROCUREMENT OFFICER

Delegation of Authority – Execution of Purchase Contracts, Subcontracts, and Standard Purchase Orders for Materials, Goods, and Services to be Supplied to the University

The Regents' Bylaw 30 sets forth the authority of President with regard to the purchase of materials, goods, and services. The Regents' Standing Order 100.4 (dd) specifies the authority of the President of the University in connection with the execution of various contracts and documents.

Subject to Regents' Bylaw 5.1 and Standing Order 100.4 (dd), you are delegated authority to execute purchase contracts, subcontracts, and standard purchase orders for materials, goods, and services, provided that:

1. purchase contracts, subcontracts, or standard purchase orders are issued in accordance with University policy and with procedures specified in the Business and Finance Bulletin.
2. funds are available.
3. if required, approval of the contracting agency is secured.
4. prior approval is obtained from the Office of the President 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.

The above authority may be redelegated to the campus administrative officers responsible for purchase of all materials, goods, and services. This authority may be further redelegated to the University Librarian for the purchase of library collections in all formats, and to the Procurement/Supply Chain Director for all other materials, goods, and services. Such redelegation of this authority shall be in writing, with copies to the UC location's delegation coordinator or policy office. The University Librarian and Procurement/Supply Chain Director may redelegate this authority to the appropriate delegatee with copies to the UC location's delegation coordinator or policy office.

The Associate Vice President--Chief Procurement Officer is responsible for administration of the University Supply Chain Management program in accordance with University policy and the provisions concerning this subject. Approval as to form must be obtained from the appropriate parties listed in BUS-43: Purchase of Goods & Services; Supply Chain Management and/or the UC's annotated terms and conditions.

This delegation is effective immediately and supersedes the June 11, 1998, delegation on this subject (DA 2100).

CAMPUSES

Berkeley
Davis
Irvine
UCLA
Merced
Riverside
San Diego
San Francisco
Santa Barbara
Santa Cruz

MEDICAL CENTERS

Davis
Irvine
UCLA
San Diego
San Francisco

NATIONAL LABORATORIES

Lawrence Berkeley
Lawrence Livermore
Los Alamos

DIVISION OF AGRICULTURE AND
NATURAL RESOURCES

Sincerely,

A handwritten signature in black ink that reads "Michael V. Drake MD". The signature is fluid and cursive, with the "MD" at the end being more distinct.

Michael V. Drake, MD
President

cc: Division Leaders
Principal Counsel Zonana
Principal Counsel Ngai
Associate Director Roots
University Policy Office