**With regard to new minor construction projects and minor repair and rehabilitation projects with an anticipated value under $10,000,000, which are neither debt financed nor determined by the Board of Regents to be architecturally significant:**

**a. Authority to appoint architects, approve plans and construction documents, and execute and deliver contracts, agreements, guaranteed maximum price or stipulated sum proposals and other documents (Rule 80403); and**

**b. Authority to execute and deliver contracts and agreements with architects, engineers, and other professional service providers (Rule 80403):**

**[*Note:*** This delegation template assumes that you will delegate all of your authority under Rule 80403 of the Regents' Rules. If you would like to retain the authority to sign construction contracts for projects in excess of a certain amount, for example, you will need to modify this template.

This template includes optional language for superseding a prior delegation of authority. Use this optional language if this delegation supersedes one or more existing delegations.**]**

**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority Relating to New Minor Construction Projects and Minor Repair and Rehabilitation Construction Projects with an anticipated value under $10,000,000 which are neither debt financed nor determined by the Board of Regents to be architecturally significant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I appoint you as my delegate to: (1) appoint architects; approve plans and construction documents; and execute and deliver related contracts, agreements, guaranteed maximum price or stipulated sum proposals, and other documents; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, for all new minor construction projects and minor repair and rehabilitation projects with an anticipated value under $10,000,000 pursuant to authority granted in Rule 80403 of the Regents’ Rules and Regulations.

Under Rule 10501, Section 2.1 of the Regents’ Rules, all authority to execute and deliver contracts is subject to the Regents’ Rules and compliance with all applicable laws and special instructions or guidelines issued by the Chancellor, an Executive Vice Chancellor, or the Vice Chancellor and General Counsel. Please ensure that you comply with the Regents’ Rules, laws, special instructions, and guidelines relevant to this delegation of authority.

Pursuant to Rule 10501, Section 1.4 of the Regents’ Rules, you must maintain necessary and proper records related to all contracts, agreements and documents executed and delivered pursuant to this delegated authority. *Please ensure that a copy of each contract, agreement or document signed under authority of this delegation* is retained in an appropriate location.

In addition, you must maintain sufficient accounting systems and procedures to assure that contracts, agreements and documents (including amendments and renewals) are presented to the Board for approval if required by the Regents’ Rules.

*You are not authorized to further delegate the authority granted to you pursuant to this memorandum.*

***[Optional Language:*** This memorandum supersedes the prior delegation of authority from \_\_\_\_\_\_\_\_\_\_ **[insert primary delegate]** to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**.**]**

cc: Marc Vockell

Marcella Trant