**Authority to review and provide written acknowledgment of nepotism disclosure statements for Purchasing Personnel (Rule 10501):**

**[Note:** Please note that this template also includes optional language for superseding a prior delegation of authority. Use this optional language if the delegation supersedes one or more existing delegations.**]**

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

**M E M O R A N D U M**

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority to Review and Provide Written Acknowledgment of Nepotism Disclosure Statements for Purchasing Personnel

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

In accordance with Section 2262.004, *Government Code* (“Section 2262.004”), and UT System OGC Bulletin 2012-3 (“OGC Bulletin 2012-3”), I appoint you as my delegate to review and provide written acknowledgement of Nepotism Disclosure Statements for Purchasing Personnel (“Disclosure Statements”). This delegation is subject to the Regents' Rules and Regulations 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.

To comply with Section 2262.004 and OGC Bulletin 2012-3, Purchasing Personnel (as defined in Section 2262.004) must submit in writing to the University’s President or his/her delegate certain disclosures related to the award of a major contract (as defined in Section 2262.001, *Government Code*).

Please ensure that you comply with all Regents' Rules, laws, special instructions and guidelines relevant to this delegation of authority.

Note that Rule 10501, Section 1.4 of the Regents’ Rules, requires you to maintain necessary and proper records related to Disclosure Statements reviewed and acknowledged pursuant to this delegated authority. *Please ensure that a copy of each Disclosure Statement reviewed and acknowledged under authority of this delegation is retained in an appropriate location*.

Also note that you may not further delegate the authority granted under 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to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**.**]**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: David Lein

Marcella Trant