**[YOUR LETTERHEAD]**

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

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Continuing Delegation of Authority

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By copy of this memorandum I am advising you that the delegation(s) of authority granted to you by the previous President of The University of Texas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Designate U.T. institution.]** will continue to be valid and effective under my authority until revoked.

Pursuant to Rule 10501, Section 1.4 of the Regents’ Rules, please 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.*

cc: Dana L. Hollingsworth