**Authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services (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.**]**

**[YOUR LETTERHEAD]**

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

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority to Execute and Deliver Purchase Orders

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

I appoint you as my delegate to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services pursuant to authority granted in Rule 10501 of the Regents' Rules and Regulations.

To comply with Rule 10501 of the Regents' Rules, certain purchase orders that (1) are of such significance as to require the prior approval of the Board of Regents, or (2) have a value of more than **[Insert your Institution’s dollar threshold for Board approval. See** [**Contract Thresholds Chart, linked in Part 5 of Rule 10501**](http://www.utsystem.edu/sites/utsfiles/offices/board-of-regents/rules-regulations/10501.pdf)**.]**, must be approved by the Board of Regents prior to execution or contain an appropriate limitation like the following statement:

This contract is not effective until approved by the Board of Regents of The University of Texas System.

Under Rule 10501, Section 2.1 of the Regents’ Rules,

all authority to execute and deliver purchase orders is subject to the Regents’ Rules and compliance with all applicable laws and special instructions or guidelines issued by the Chancellor, the Deputy 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 purchase orders executed and delivered pursuant to this delegated authority. *Please ensure that a copy of each purchase order 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 purchase orders (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: Dana L. Hollingsworth