**[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 $1,000,000, 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, 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.

*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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_, relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**]**

cc: Dana L. Hollingsworth