**[YOUR LETTERHEAD]**

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

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority to Execute and Deliver Contracts for Banking Services

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I appoint you as my delegate to execute and deliver contracts for banking services pursuant to authority granted in Rule 10501 of the Regents' Rules and Regulations, UTS166 Cash Management and Cash Handling Policy (“UTS166”), and UTS167 Banking Services Policy (“UTS167”).

This authority extends only to contracts for banking services with banks that have a depository agreement with 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 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, including UTS166 and UTS167. 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 memorandum from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_, in connection with authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**]**

cc: Dana L. Hollingsworth