

Memorandum of Request Regarding Delegation of Contractual Authority

- This form must be completed and submitted by an executive officer at the Vice President level. (Refer to BPPM 10.10.)
- Complete this form for all requests to grant, modify, or remove delegation of contractual authority for subordinate officials.
- Submit completed form to Procurement and Contract Services, Attn: Amanda Owen, Assoc. Dir., at rebo.intake@wsu.edu

From: _____ **Date:** _____
 (Name of Requesting Executive Officer at the Vice President Level)

To: Leslie Brunelli, Executive Vice President of Finance and Administration

Re: Request for Delegation of Contractual Authority for:
Name: _____ **Official Title:** _____

If this is a request for a complete revocation of an existing delegation, please:

- (1) Attach a copy of the current delegation letter.
- (2) State the effective date of the revocation. _____
- (3) State the reason for revocation. (E.g., position change, separation from the University): _____

If this is a request for a modification, expansion or reduction of an existing delegation, please:

- (1) Attach a copy of the current delegation letter.
- (2) Describe the requested change to the delegation. _____
- (3) Explain why you believe this change is needed. _____

If this is a request for a new delegation, please:

- (1) Describe what authority you request be given to the proposed delegate:
 Type of contract(s): _____
 Dollar limit(s): _____
- (2) Explain why you believe this delegation is needed: _____

SIGNATURE OF REQUESTING EXECUTIVE OFFICER AT THE VICE PRESIDENT LEVEL:

I request that the Executive Vice President for Finance and Administration recommend the above delegation to the University President.

Signature: _____ **Date:** _____

FOR FINANCE AND ADMINISTRATION - TRAINING AND REVIEW CERTIFICATIONS:	
DATE CONTRACTS TRAINING COMPLETED: _____ DATE D.E.S. TRAININGS COMPLETED: _____ Signature: _____ AMANDA OWEN, Assoc. Dir, Procurement and Contract Services	PROCUREMENT AUTHORITY REVIEW (IF APPLICABLE): DATE REVIEWED: _____ Signature: _____ ERIC ROGERS, Director, Procurement and Contract Services
RECOMMENDED TO UNIVERSITY PRESIDENT FOR ISSUANCE:	
Signature: _____ (Date): _____ LESLIE BRUNELLI, Executive Vice President for Finance and Administration	