



Division of Finance and Administration
Delegation of Authority
September 7, 2017

Note: This memorandum replaces and supersedes all previous communications on the subject of delegations of authority related to UWF/REG-6.002 Facilities Leasing.

UWF Regulation **UWF/REG-6.002 Facilities Leasing** states in part:

(3) Approval—Before leasing a building or any part thereof, prior approval of the need and lease terms shall be obtained from The Vice President for Business, Finance, and Facilities or designee(s).

For purpose of this UWF Regulation, authority for Review of Facilities Leases is hereby delegated to the Associate Vice President of Facilities Development & Operations for the purposes of space analysis and feasibility and the Associate Vice President/Controller with respect to financial implications. In the absence of the Associate Vice President/Controller, the Director, Procurement & Contracts will be the reviewing authority. Recommendations will be made to the Vice President providing final authorization. See UWF Regulation 6.002 for greater details.

The facilities leasing approval process is outlined in the attached document.

Betsy Bowers, Interim Vice President
Division of Finance and Administration

Attachment

cc: Martha Saunders, President
Pam Langham, General Counsel
Colleen Asmus, Associate Vice President/Controller
Angela Jones, Director, Procurement & Contracts
Melinda Bowers, Associate Vice President, Facilities, Development and Operations

Division of Finance & Administration
Facilities Leasing—Approval Process
September 7, 2017

The following instructions are provided to facilitate any facility leases for space in a building or any part of a building used by the university or one of its direct-support organizations. Leases subject to s. 1010.62 F.S. must be approved by the Board of Governors

UWF Regulation **UWF/REG-6.002 Facilities Leasing** states in part:

(3) Approval—Before leasing a building or any part thereof, prior approval of the need and lease terms shall be obtained from the Vice President for Business, Finance, and Facilities or designee(s).

Designee for Reviewing: For purpose of this UWF Regulation, authority for Review of Facilities Leases is hereby delegated to the Associate Vice President of Facilities Development & Operations for the purposes of space analysis and feasibility and the Associate Vice President/Controller with respect to financial implications. In the absence of the Associate Vice President/Controller, the Director, Procurement & Contracts will be the reviewing authority. Recommendations will be made to the Vice President providing final authorization. See UWF Regulation 6.002 for greater details.

Approval Process (to be performed before any lease documentation is created):

1. Provide a letter to the Associate Vice President of Facilities Development & Operations or Associate Vice President/Controller which describes:
 - a. the need for the lease and
 - b. the lease terms.This is in accordance with UWF Regulation 6.002 Facilities Leasing.
2. Review of this letter will be performed by the respective Associate Vice Presidents.
3. Approval or denial of the lease request will be made by the Vice President based on recommendations made by Associate Vice Presidents.
4. If approved and prior to execution, the lease terms and conditions will be reviewed for form and legality by the Office of General Counsel.