



Office of the Vice President of
Finance and Administration
11000 University Parkway
Pensacola, FL 32514

Division of Finance and Administration Delegation of Authority July 1, 2025

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 the Division of Finance and Administration or designee(s).

For purpose of this UWF Regulation, authority for Review of Facilities Leases is hereby delegated to the Assistant Vice President of Facilities Management for the purposes of space analysis and feasibility and the Senior Associate Vice President/Controller with respect to financial implications. In the absence of the Senior 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.

DocuSigned by:
Betsy Bowers
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Betsy Bowers, Vice President
Division of Finance and Administration

Attachment

cc: Martha Saunders, President
Susan Woolf, General Counsel
Jeffrey Djerlek, Senior Associate Vice President/Controller
Cass Boatwright, Director, Procurement & Contracts
Chris Martin, Assistant Vice President, Facilities Management

office 850.474.2210

uwf.edu

Division of Finance & Administration
Facilities Leasing—Approval Process
July 1, 2025

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. BOG Regulation 17.001 has delegated leasing authority from BOG to UWF Board of Trustees.

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 the Division of Finance and Administration or designee(s).

Designee for Reviewing: For purpose of this UWF Regulation, authority for Review of Facilities Leases is hereby delegated to the Assistant Vice President of Facilities Management for the purposes of space analysis and feasibility and the Senior Associate Vice President/Controller with respect to financial implications. In the absence of the Senior 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 Assistant Vice President of Facilities Management or Senior 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 Assistant or Associate Vice President.
3. If approved and prior to execution, the lease terms and conditions will be reviewed for form and legality by the Office of General Counsel.
4. Approval or denial of the lease request will be made by the Vice President based on recommendations made by Assistant or Associate Vice Presidents.