



UNIVERSITY OF HOUSTON SYSTEM  
UNIVERSITY OF HOUSTON

HOUSTON, TEXAS 77204-2016

Division of Administration and Finance  
Office of Administration

Phone: 832-842-8184  
Fax: 713-743-5551

MEMORANDUM

TO: Carl Carlucci

FROM: Emily Messa *Eam*

DATE: December 19, 2013

SUBJECT: Delegations of Authority, Facilities Planning & Construction, December 2013

---

I have reviewed the attached delegations of authority for Principal Project Managers and one Director in the Facilities Planning & Construction Department for procurement and contracts less than \$25,000. In Executive Director Jonathan Thurston's request, he indicates that by providing this delegated authority to these key individuals on his management team will facilitate processing for smaller project transactions. Small contracts that would be part of this delegation include limited consultant agreements such as surveys, environmental testing, and small architect services agreements. They also could include services such as carpet installation, card reader projects (for one or two card readers in a suite), and limited smaller projects in the Minor and Planned Projects.

I have had an opportunity over the past 12 months to work directly with each of the PPMs and Director and have had an opportunity to directly monitor their performance. I believe each of these leaders will utilize good judgment in this role in reviewing these transactions.

I recommend your approval of the attached.

12/20/2013



UNIVERSITY OF HOUSTON SYSTEM  
UNIVERSITY OF HOUSTON

To: John Posch, Principal Project Manager, FPC  
Name of Employee and Title

From: Dr. Carl C. Carlucci, Executive Vice Chancellor/Vice President  
Name of VC/VP and Title

Date: December 16, 2013

Subject: Chancellor/President's Delegation of Authority for Contracts, Procurement of Equipment, Goods and Services — Office of Contract Administration Signature Authority Webpage — SAM 03.A.05 and MAPP 04.04.01A

---

This memorandum is in accordance with the Office of the Chancellor/President's Delegation of Authority in negotiating, executing, and administering contracts and procurement of equipment, goods, and services less than \$300,000 which has been delegated to me as Vice Chancellor/Vice President. Signature authority is hereby further delegated to you for contracts and procurement that are less than \$ 25,000 within your area of responsibility.

Please understand that this delegation of authority will continue as an employee of the University of Houston System and/or University of Houston unless modified (redelegated, rescinded, determined not to be needed) at the sole discretion of the Chancellor/President and/or me. All delegations are subject to and limited by (i) existing and/or future Board of Regent, University of Houston System and University policies, and (ii) approval of the Office of the General Counsel or its affiliated offices.

Please refer to the [Office of Contract Administration's Signature Authority Webpage](#) for additional information.

Cc: UH Office of Contract Administration



UNIVERSITY OF HOUSTON SYSTEM  
UNIVERSITY OF HOUSTON

To: **Katherine Miller, Principal Project Manager, FPC**  
Name of Employee and Title

From: **Dr. Carl C. Carlucci, Executive Vice Chancellor/Vice President**  
Name of VC/VP and Title

Date: **December 16, 2013**

Subject: Chancellor/President's Delegation of Authority for Contracts, Procurement of Equipment, Goods and Services — Office of Contract Administration Signature Authority Webpage — SAM 03.A.05 and MAPP 04.04.01A

---

This memorandum is in accordance with the Office of the Chancellor/President's Delegation of Authority in negotiating, executing, and administering contracts and procurement of equipment, goods, and services less than \$300,000 which has been delegated to me as Vice Chancellor/Vice President. Signature authority is hereby further delegated to you for contracts and procurement that are less than \$ **25,000** within your area of responsibility.

Please understand that this delegation of authority will continue as an employee of the University of Houston System and/or University of Houston unless modified (redelegated, rescinded, determined not to be needed) at the sole discretion of the Chancellor/President and/or me. All delegations are subject to and limited by (i) existing and/or future Board of Regent, University of Houston System and University policies, and (ii) approval of the Office of the General Counsel or its affiliated offices.

Please refer to the [Office of Contract Administration's Signature Authority Webpage](#) for additional information.

Cc: UH Office of Contract Administration



UNIVERSITY OF HOUSTON SYSTEM  
UNIVERSITY OF HOUSTON

To: Emily Eldridge, Principal Project Manager, FPC  
Name of Employee and Title

From: Dr. Carl C. Carlucci, Executive Vice Chancellor/Vice President  
Name of VC/VP and Title

Date: December 16, 2013

Subject: Chancellor/President's Delegation of Authority for Contracts, Procurement of Equipment, Goods and Services — Office of Contract Administration Signature Authority Webpage — SAM 03.A.05 and MAPP 04.04.01A

---

This memorandum is in accordance with the Office of the Chancellor/President's Delegation of Authority in negotiating, executing, and administering contracts and procurement of equipment, goods, and services less than \$300,000 which has been delegated to me as Vice Chancellor/Vice President. Signature authority is hereby further delegated to you for contracts and procurement that are less than \$ 25,000 within your area of responsibility.

Please understand that this delegation of authority will continue as an employee of the University of Houston System and/or University of Houston unless modified (redelegated, rescinded, determined not to be needed) at the sole discretion of the Chancellor/President and/or me. All delegations are subject to and limited by (i) existing and/or future Board of Regent, University of Houston System and University policies, and (ii) approval of the Office of the General Counsel or its affiliated offices.

Please refer to the [Office of Contract Administration's Signature Authority Webpage](#) for additional information.

Cc: UH Office of Contract Administration



UNIVERSITY OF HOUSTON SYSTEM  
UNIVERSITY OF HOUSTON

To: Shannon Jones, Director, FPC  
Name of Employee and Title

From: Dr. Carl C. Carlucci, Executive Vice Chancellor/Vice President  
Name of VC/VP and Title

Date: December 16, 2013

Subject: Chancellor/President's Delegation of Authority for Contracts, Procurement of Equipment, Goods and Services — Office of Contract Administration Signature Authority Webpage — SAM 03.A.05 and MAPP 04.04.01A

---

This memorandum is in accordance with the Office of the Chancellor/President's Delegation of Authority in negotiating, executing, and administering contracts and procurement of equipment, goods, and services less than \$300,000 which has been delegated to me as Vice Chancellor/Vice President. Signature authority is hereby further delegated to you for contracts and procurement that are less than \$ 25,000 within your area of responsibility.

Please understand that this delegation of authority will continue as an employee of the University of Houston System and/or University of Houston unless modified (redelegated, rescinded, determined not to be needed) at the sole discretion of the Chancellor/President and/or me. All delegations are subject to and limited by (i) existing and/or future Board of Regent, University of Houston System and University policies, and (ii) approval of the Office of the General Counsel or its affiliated offices.

Please refer to the [Office of Contract Administration's Signature Authority](#) Webpage for additional information.

Cc: UH Office of Contract Administration