November 14, 2011

Nicole Morgan
Associate Bursar

RE: Appointment as Assistant Contracting Officer

Dear Ms. Morgan:

Pursuant to University Rule 10-1-06(E)(2)(b) & (F), you are hereby appointed to serve as an Assistant Contracting Officer. This authority is effective as of the date of this letter. The scope of this delegation is limited to approving and executing the following standard forms, all of which are hereby deemed approved for use by the Office of the General Counsel: (a) the University of Cincinnati Employer Sponsored Student Agreement; (b) the Ohio Employer Sponsored Student Agreement For In-State Tuition and Fee Rates; and (c) the relevant sections of the Ohio Department of Job and Family Services’ “TRADE ADJUSTMENT ASSISTANCE TRAINING CONTRACT” (form JFS 22771 3/2010 revision) – specifically, in the CERTIFICATION/SIGNATURES section, you are authorized to sign off on the document as the training provider official, and in the TRAINING PROVIDER CERTIFICATIONS section, you are authorized to initial the five required certifications. Copies of these three approved standard forms are attached hereto. Any requests for amendments to or deletions of the terms, clauses and conditions found in the approved standard form must be submitted to the Office of the General Counsel for approval using the A910 form.

Copies of all documents executed by you pursuant to this appointment shall be retained and maintained by you, subject to applicable records retention requirements, together with a log or indexing system approved by the Contracting Officer. Your contracting activities will remain subject to the supervision of the Contracting Officer, who will audit such activities on a periodic basis and take appropriate action in the case of any noted discrepancies.

The authority granted by this appointment may not be further assigned or delegated by you to any other person. This appointment will automatically expire on January 1, 2013, unless it is sooner terminated as set forth in University Rule 10-1-06(F).

Sincerely,

Mitchell D. McCrate
General Counsel
Contracting Officer