January 4, 2018

Heather K. Maloney  
Director  
University Libraries - Blue Ash  

RE: Appointment as Assistant Contracting Officer  

Dear Ms. Maloney:  

Pursuant to University Rule 10-1-06(E)(2)(b) & (F), I hereby appoint you to serve as an Assistant Contracting Officer on behalf of the University of Cincinnati. This authority is effective as of the date of this letter and supersedes any and all prior delegations you may have received. Your authority under this delegation is limited to taking those steps necessary within the Sierra integrated library system to generate a purchase order for the purchase of those books, journals and/or electronic resources authorized for purchase by the Blue Ash College Library Selectors, so long as such purchases do not exceed $30,000 per transaction. You are also authorized to forward those purchase orders, either electronically through the Sierra system or through the mail, to the vendor of such materials in order to complete such purchases. If any purchase of books, journals and/or electronic resources completed through the Sierra system processes described above requires a license agreement between the vendor and the University, the transaction must be submitted to the Office of the General Counsel using the ESM Contracting System before the purchase is completed.  

Documents executed by you to effect purchases of library materials 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 may 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 December 31, 2020, unless it is sooner terminated as set forth in University Rule 10-1-06(F).  

Sincerely,  

[Signature]  
Lori A. Ross  
Vice President for Legal Affairs and General Counsel  
Contracting Officer  

LAR/gb