September 26, 2016

Kate Davis, Esq.
Assistant General Counsel
Office of General Counsel

RE: Appointment as Assistant Contracting Officer

Dear Ms. Davis:

Pursuant to University Rule 10-1-06(E)(2)(b) & (F), I hereby appoint you as an Assistant Contracting Officer of the University of Cincinnati. The scope of this appointment is to exercise my entire authority as Contracting Officer, which includes the authority to execute all contracts, leases, instruments and other documents specified in University Rule 10-1-06(E)(2) (a) (i) through (v) that are not otherwise delegated to the University’s Purchasing Department. This authority is effective as of the date of this letter and supersedes any and all prior contracting delegations you may have received.

The above authority applies to certain contracts for which other University officers may also have approval and signature authority. In such case, you should exercise your authority only as requested by the officer having primary delegation.

All documents executed by you pursuant to this appointment shall be retained and maintained in the Office of General Counsel, and/or in the Electronic System Management (ESM), which replaces the A910 form, 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.

This appointment will automatically expire on December 31, 2017 unless it is sooner terminated as set forth in University Rule 10-1-06(F).

Sincerely,

Karen S. Kovach
Interim General Counsel
Contracting Officer

KK:gb