January 4, 2016

Janet Pope
Assistant Director
Office of the Bursar

RE: Appointment as Assistant Contracting Officer

Dear Ms. Pope:

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 and supersedes any and all prior delegations you may have received. The scope of this delegation is limited to the execution of documents requesting the verification or confirmation of receipt of various Grant, Foundation, Scholarship, Training and related funds from public and private donors, up to a maximum of thirty thousand dollars ($30,000.00) for each such verification of donation (“Documents”). You are also delegated the authority to execute verifications of student enrollment, whether presented as part of the donation verification Documents or as a separate document. Such Documents above $30,000, or requiring commitments from the University other than verification of receipt of funds or student enrollment must be submitted to the Office of the General Counsel for approval (sample copies of the current approved types of Documents are attached).

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 December 31, 2017, unless it is sooner terminated as set forth in University Rule 10-1-06(F).

Sincerely,

Kenya Mann Faulkner
Vice President for Legal Affairs
and General Counsel
Contracting Officer

KFM/lad