



**SAN FRANCISCO  
STATE UNIVERSITY**

PROCUREMENT & SUPPORT SERVICES  
1600 Holloway Avenue, Corporation Yard 140  
San Francisco, CA 94132  
web: [www.sfsu.edu](http://www.sfsu.edu)

February 11, 2014


TO: Megan Dobbyn, Associate Procurement Officer  
FROM: Leslie E. Wong, President  
SUBJECT: Delegation of Authority for Purchasing


Under the authority vested in the campus president by Executive Orders 372, 409, 669, 775 and 1057, you are hereby delegated full authority to sign contractually binding documents on behalf of the University. In the event any of the above Executive Orders is superceded, the authority granted you herein will remain in effect with respect to the provisions of the superceding Order. In exercising the authority conferred by this delegation, you agree to comply with all applicable law, policies and procedures of the State of California, The CSU Board of Trustees, the Chancellor and designees, including those policies and procedures in the *California State University Administrative Manual (SUAM)* and the *California State University Policy Manual for Contracting and Procurement*.


This delegation presupposes your knowledge of and adherence to:

- State of California, CSU, and SFSU policies, procedures, and regulations;
- Your knowledge of market sources and ability to locate and develop new sources;
- Your ability to interpret and/or develop technical specifications and contractual provisions;
- Your ability to identify and mitigate risk in contractual agreements; and
- The determination on your part to maintain a professional operation which provides good service to campus users, while at the same time acting in and protecting the University's best interest.

Concurrent with the delegation of your authority is your responsibility to discharge your delegated duty in consonance with the above. Acceptance of this delegation of contractual authority will require you to file an annual *Conflict of Interest Form 730*. This delegation may not be sub-delegated.

Delegation Accepted:  2/11/14  
Megan Dobbyn <sub>0</sub> Date  
Associate Procurement Officer

Delegation Recommended:  3-5-14  
Ronald S. Cortez, Vice President for <sub>0</sub> Date  
Administration and Finance and CFO

Delegation Approved:  3-5-14  
Leslie E. Wong, President <sub>0</sub> Date

c: Katon Dalton, Conflict of Interest Filing Officer