


## Office of the Vice President for Administrative Affairs

**Date:** October 8, 2015**cc:** Cabinet  
Jonna J. Lewis  
(all w/ attachments)**To:** Darwin Labordo  
Associate Vice President for  
Finance and Administrative Services  
and Associate Chief Financial Officer**From:**   
Benjamin F. Quilgan, Ph.D.  
Acting Vice President and CFO for  
Administrative Affairs**Subject:** Sub-Delegation of Authority – EXECUTIVE ORDER NO. 409  
Purchase, Sale, Lease, and License of Personal Property

Pursuant to Executive Order No. 409, I am sub-delegating to the Associate Vice President for Finance and Administrative Services and Associate Chief Financial Officer, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5512

Date: January 5, 1983

To: Presidents

From: Harry Harmon *Harry Harmon*  
Executive Vice Chancellor

Subject: Purchase, Sale, Lease, and License of Personal Property – Delegation of Authority  
Executive Order No. 409

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In December 1981, as a result of the passage of SB 653, a series of Executive Orders were distributed among which were delegations of authority relative to The California State University purchasing and contractual activities.

A review of these delegations has identified a need to increase legal review services for the campuses on major purchases. Concern has been expressed by a number of sources including individual members of the Board of Trustees.

The attached Executive Order No. 409 provides for a legal review of purchases, leases, and licenses over \$100,000, of purchases, leases, and licenses containing unusual requirements, and of sales, leases, and licenses over \$25,000 of state-owned personal property. Such transactions will be submitted to the Auxiliary and Business Services section of the Office of the Chancellor to coordinate program and legal reviews and approvals. (Provisions of Executive Order No. 380 relative to electronic data processing approval and certification are not affected by this Executive Order and thus remain in effect.)

The California State University purchasing authority terminates January 1, 1987 unless extending legislation is enacted. The increased flexibility obtained with the passage of SB 653 can be maintained only if its effective use is demonstrated. The Trustees must report to the Joint Legislative Budget Committee by January 1, 1986 on the cost effectiveness of the authority granted by SB 653. The report must, to the extent possible, present data verifying the dollar

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**Distribution:** Vice Presidents for Administrative/Business Affairs (with attachment)  
Business Managers (with attachment)  
Procurement and Support Services Officers (with attachment)

Presidents  
January 5, 1983  
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savings resulting from the authority. Each campus must maintain records related to efficiency and cost effectiveness as prescribed by the Office of the Chancellor. It is your responsibility as President to implement Executive Order No. 409 and the related procedures in a manner which will assist in gaining legislative support for extending the authority beyond 1987.

We look forward to your continued assistance in the effective implementation of The California State University procurement authority.

HH:md

Attachment

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