

RE: Delegation of Authority

Dear XXXXXXXXXXXX:

Under the current authority delegated to me by the President, I hereby designate \_\_\_\_\_ Title as my representative for executing contracts and agreements related to \_\_\_\_\_ description exclusive of the procurement of goods and services. Fully executed copies of all contracts, preferably original copies, must be organized and retained consistent with records retention policies.

This delegation of authority may not be re-delegated to any subordinate (optional). You shall also comply with the guidelines for Academic Affairs Division contracts and standard University General Counsel requirements when executing this responsibility.

Please be mindful that you are responsible to ensure that the authority I have delegated to you is exercised with reasoned and judicious care. To the extent you are presented with a situation where it is not clear whether you should act or not act on behalf of the University, you should consult me prior to acting.

All agreements/contracts should be approved as to legal form by the University's General Counsel, with the exception of contracts issued on forms/templates previously approved by that office.

Any delegation of authority to execute agreements/contracts on behalf of Old Dominion University preceding the date of this letter is hereby revoked.

If you have questions about this delegation of authority, I will discuss them with you.

Sincerely,

CC: John Broderick, President  
\_\_\_\_\_, Vice President  
Office of the General Counsel