

**Office of the Vice President of  
Finance and Administration**  
11000 University Parkway  
Pensacola, FL 32514

**Division of Finance and Administration**  
**Delegations of Authority**  
**Effective November 17, 2025**

**Note: This memorandum replaces and supersedes all previous communications on the subject of delegations of authority within the Division of Finance and Administration.**

The Senior Leadership Team of the Division of Finance and Administration is comprised of those Associate/Assistant Vice Presidents and Directors who report directly to the Vice President and/or are designated as members of the divisional senior leadership.

Authority for the following personnel and financial actions is hereby delegated to each member of the Senior Leadership Team:

**Personnel Actions**

**All Personnel Action Sheets are to be forwarded to the Division Budget Director for review.**

Personnel Action Sheets below the “Director” level are the responsibility of the appropriate Senior Leadership member. However, all personnel actions related to compensation changes, suspensions, terminations, reprimands, and such, must be reviewed with Human Resources and the Vice President before action being taken. Also, until further notice, all compensation changes must be approved by the Vice President including cell phone allowances, position reclassifications, temporary increases for project work, etc.

Position Descriptions/Job Questionnaires below the “Director” level are the responsibility of the appropriate Senior Leadership member.

Performance Evaluations below the “Director” level is the responsibility of the appropriate Senior Leadership member.

Requests to Fill Position Vacancies should be discussed with the Vice President and reviewed by the Division Budget Director before submitting through the online system directly to the Vice President.

All Division of Finance and Administration departments are to follow the process and general guidelines for conducting recruitments as set forth by Human Resources on their website:

<https://uwf.edu/offices/human-resources/i-am-a/supervisor/recruitment/>

office 850.474.2210

**uwf.edu**

## **Financial Actions**

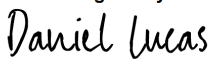
The Division Budget Director will review and approve appropriate budget transfers for the Division.

Contracts valued at less than \$250,000 will continue to be executed by the University's Chief Operating Officer with the exception of those initiated by departments under their operational oversight. All others ( $\geq$ \$250,000) will be reviewed by the Chief Operating Officer and forwarded to the Vice President. Procurement personnel: Associate Director, Senior Buyers, and Buyer have been delegated authority to make purchases as outlined in the **Procurement and Contracts Signature Authority Matrix** (see attached document). Any contract  $>$  \$500,000 must be approved by the University President in accordance with UWF Policy P-04.06-12/22 "Authority to Sign Contracts."

Overtime Requests should be approved by the Vice President.

Purchase Requisitions are the responsibility of the appropriate Senior Leadership member. Requests \$25,000 or greater must be reviewed and approved by the Senior Associate Vice President for Finance/Controller. Any requisitions valued at  $\geq$  \$250,000 or above must also be approved by the Vice President.

Survey of Property forms is the responsibility of the appropriate Senior Leadership member.

DocuSigned by:  
  
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Daniel Lucas, Vice President  
Division of Finance and Administration

Attachment

cc: Human Resources  
Procurement

Procurement and Contracts Signature Authority Matrix  
As of **November 17, 2025**

P&C Staff Member	Sole Source & Exception to Competition Certification	Leases - Real Property	Leases - Equipment	Formal (Bilateral) Contracts	Formal (Bilateral) Amendments & Addenda	Purchase Order Contracts	Change Orders Purchase Order Only
Chief Operating Officer (COO)	<\$250,000	See B Below	<\$250,000 Subject to #2 or #1 is required	<\$250,000 Subject to #2 or #1 is required	<\$250,00 Subject to #3 or #4	<\$250,000 Subject to #2 or #1 is required	<\$250,000 Subject to #3 or #4
Assistant Procurement Director	<\$250,000	See B Below	<\$250,000 Subject to #2 or #1 is required	<\$250,000 Subject to #2 or #1 is required	<\$250,000 Subject to #3 or #4	<\$250,000 Subject to #2 or #1 is required	<\$250,000 Subject to #3 or #4
Senior Buyers and Buyer	*	*	*	*	*	<\$150,000 Subject to #2 or #1 is required	<\$150,000 Subject to #3 or #4
Matrix Key:							
#1	Office of General Counsel review						
#2	Standard UWF Terms & Conditions						
#3	If original contract or purchase order is ≥ \$250,000 and was approved and executed by an individual with authority to approve and execute, then limits apply as designated above.						
#4	If original contract or purchase order is < \$250,000 and the amendment or change order would increase the total cumulative value of the contract or order to ≥ \$250,000, it must be approved and executed by an individual with authority to approve and execute at or above the proposed new total cumulative contract value.						
*	No authority expressed or implied						
Notes:							
Presidential Policy P-04.06-12/22 "Authority to Sign Contracts" is the guiding document on approvals.							
A. Any and all levels of authority are subject to review and further limitation on a case-by-case basis by the appropriate supervisor.							
B. Per Delegation of Authority for the Division of Finance and Administration (effective November 17, 2025) all leases must be requested and reviewed by the COO and SAVP/Controller and signed by VP, Finance and Administration.							
C. VP, Finance and Administration signs all contract documents ≥ \$250,000 and ≤ \$500,000 and all Sole Sources ≥ \$250,000.							
D. President signs all contracts > \$500,000. Route all requests through VP, Finance and Administration first.							
E. Associate Procurement Director can sign on behalf of the COO in her/his absence, and will serve as signature authority on all contract documents initiated by departments under the operational oversight of the COO, with reporting to the VP, Finance and Administration.							
F. Senior Associate Vice President for Finance/Controller can sign on behalf of the VP, Finance and Administration in her/his absence.							