



To: _____

Title: _____

From: _____

Vice Chancellor, _____

Date: _____

Subject: Chancellor's Delegation of Authority to approve and execute Contracts not specifically required by Policy, by Law, or those Contracts approved by the Board of Trustees - LSCS Policy Manual Section III – Business Services, D.2.04- Delegation of Authority

This memorandum is in accordance with LSCS Policy Manual Section III – Business Services, D.2.04 Delegation of Authority from the Chancellor to LSCS Vice Chancellor’s and LSCS Presidents. Signature authority has been delegated to me from the Chancellor for all Contracts (as defined by LSCS Board Policy D.2.01 (a) and not otherwise excluded by LSCS Board Policy or Texas law) that are less than \$50,000. Signature authority is hereby further delegated to you for Contracts that are less than \$_____ within your area of responsibility. This delegation also includes your approving for payment all invoices within this delegation limit relating to Lone Star Corporate College transactions.

Please understand that this delegation of authority will continue as an employee of the Lone Star College System unless modified (re-delegated, rescinded, determined not to be needed) at the sole discretion of the Chancellor. Further, this delegation, your approval and execution of contracts is subject to and limited by (i) existing and/or future Board of Trustee policies, and (ii) review and approval as to legal form by the LSCS General Counsel.

Cc: Brian Nelson, General Counsel