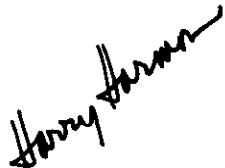


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5512

Date: December 31, 1981

To: Presidents

From: Harry Harmon
Executive Vice Chancellor



Subject: Purchase and Sale or Exchange of Personal Property – Delegation of Authority
Executive Order No. 370

Effective January 1, 1982, the Trustees of The California State University are given authority, previously held by the Department of General Services, to purchase personal property irrespective of the previous \$1,000 limit and to sell or exchange personal property. This increased authority is due to the enactment of Education Code Section 89048 and Government Code Section 14790 in Stats. 1981, Ch. 867 (SB 653).

The accompanying Executive Order delegates to the campus the authority granted by this legislation subject to the requirements of the law and the policies and procedures which will be adopted by the Chancellor or designees. Staff in the Office of the Chancellor, with assistance from campus representatives, is developing requirements and procedures for campus implementation of this new authority. These procedures are being distributed by Auxiliary and Business Services.

The new authority terminates January 1, 1987 unless extending legislation is enacted. The increased flexibility 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 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. 370 and the related procedures in a manner which will assist in gaining legislative support for extending the authority beyond 1987.

We look forward to working with you and your staff in successfully implementing this important phase of our new authority during the next several years of our trial period.

HH:EJF:md

Attachment

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

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 370
Title: Purchase and Sale or Exchange of Personal Property
– Delegation of Authority
Effective Date: January 1, 1982
Supersedes: Executive Order No. 147

This Executive Order is issued pursuant to Sections 1, 2 and 4-e of Chapter III of the Standing Orders of the Board of Trustees of The California State University.

Authority is hereby delegated to each campus President:

1. To purchase personal property and to purchase incidental services related to the procurement of personal property. The procurement of personal property and incidental services related to electronic data processing shall follow appropriate approvals required by applicable law.
2. To sell or exchange personal property belonging to The California State University when the campus President determines that the sale or exchange is in the best interests of The California State University. Such sale or exchange shall be for consideration based on fair market value.


This authority may be further delegated by the President to campus designees subject to the conditions expressed herein.

In exercising the authority conferred by this delegation, the campus President shall comply with all applicable law, policies and procedures of the Board of Trustees, the Chancellor and designees, including those policies and procedures in The California State University Administrative Manual.

The authority delegated herein may be further conditioned or rescinded on a system or campus basis by the Chancellor or designee as may be necessary or desirable for legal, economic, or policy reasons. Appropriate policies and procedures will be adopted and communicated to the campuses in coded memoranda and/or in The California State University Administrative Manual.

In exercising this purchasing authority, the campus President shall seek to obtain bids from small business firms capable of meeting specifications of the purchase orders. Data must continue to be maintained for reporting periodically to the Office of the Chancellor on the volume and value of purchases made to small business firms.

The increased authority delegated herein was granted to the Trustees in the enactment of Education Code Section 89048 and Government Code Section 14790 in Stats. 1981, Ch. 867 effective January 1, 1982. This increased authority terminates January 1, 1987 unless legislatively extended.


Glenn S. Dumke, Chancellor

Date: December 31, 1981