

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-1275

(213) 590-5501

Date: January 9, 1990

To: Presidents

From: W. Ann Reynolds  
Chancellor

*W Ann Reynolds*

Subject: Exemptions from Approval for Capital Outlay Equipment  
List Substitutions  
Executive Order No. 554

I am transmitting to you a copy of Executive Order No. 554 which delegates to Presidents or their designees authority to approve capital outlay equipment substitutions. This Executive Order increases the substitution dollar limit to \$50,000 for state funded equipment projects and \$20,000 for non-state funded equipment projects. The original \$10,000 limit for equipment substitutions was contained in Executive Order No. 92. In addition, this Executive Order eliminates language which is no longer applicable in processing equipment substitutions.

In accordance with the policy of The California State University, the campus President has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

Guidance or assistance on the implementation of this Executive Order should be directed to Ms. Sheila M. Chaffin, Assistant Vice Chancellor, Physical Planning and Development at (213) 985-9468 or Mr. George P. Dutra, Chief of Planning at (213) 985-9487.

WAR:sf: 0179R

Attachments

cc: Vice Presidents, Academic Affairs  
Vice Presidents, Administration/Business Affairs  
Executive Deans  
Business Managers  
Chancellor's Office Staff

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**400 Golden Shore**  
**Long Beach, California 90802-4275**

**Executive Order No.: 554**

**Title: Exemption from Approval for Capital Outlay Equipment List Substitutions**

**Effective Date: January 1, 1990**

**Supersedes: Executive Order No. 92**

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

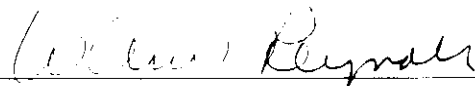
**I. Delegation of Authority**

Authority is hereby delegated to each California State University President or designee to approve capital outlay equipment substitutions not exceeding \$50,000 for state funded projects and \$20,000 for non-state funded projects under the conditions provided in this Executive Order.

**II. Equipment Substitution Conditions**

The following conditions shall be observed when equipment substitutions are made:

1. Substitutions shall be limited to equipping the facility for which the funds were appropriated.
2. An equipment substitution requires approval of the Chancellor's Office if the equipment item being considered for substitution is an item that was previously deleted by the Chancellor's Office or the Department of Finance from the Group II equipment list submitted by the campus.
3. Substitutions shall be approved by a qualified individual designated by the President. A list of those persons authorized to make such approvals shall be submitted to the Office of the Assistant Vice Chancellor for Physical Planning and Development and such list shall be kept current by the University.
4. In order to provide a post-audit on the purchases made under this exemption, the University purchasing office shall segregate, for auditing purposes, all purchase orders issued under this exemption. Each purchase order so segregated shall have attached to it for the University files, a statement which includes the following:
  - a. An explanation of the need and urgency of the newly requested item;
  - b. The ability to forego budgeted equipment; and
  - c. The reason the requested item was not budgeted.



W. Ann Reynolds, Chancellor

Dated: January 1, 1990