

To: Procurement Services Professionals
 From: Joel Levenson, Assistant Vice President Tax, Payables & Procurement
 Subject: Delegation of Authority to Approve the Expenditure of Funds Exceeding \$75,000

04/30/21

Only the appropriate UCF administrators have the authority to approve the expenditure of funds for purchase requisitions exceeding \$75,000 per purchase. Primary and delegated authority is listed below:

Area of Responsibility	PS Dept. Designation	Primary	Delegates
President's Office	01 VPORG=100000, 104000, 109000, 106000	Dr. Alexander Cartwright	Mr. Mike Kilbride
Partnerships & Innovation <ul style="list-style-type: none"> • P&I FL Hi Tech Corr 702000, Match 703000 • P&I Small Bus 704000 • P&I Tech Innov Cluster 705000 	VPORG=7% (700000, 702000, 703000, 704000, 705000)	Mr. Mike Kilbride	Ms. Heather Simeon
Academic Affairs	1001	Dr. Michael Johnson	Ms. Rebeca Richards Ms. Karen Cobbs
Academic Affairs–Institutional Knowledge Management	1061 (managed internally)	Dr. Paige Borden	Dr. Linda Sullivan Ms. Karen Cobbs
Academic Affairs–Academic Program Quality	1030 (managed internally)	Dr. Timothy Letzring	Ms. Heidi Watt Ms. Karen Cobbs
Academic Affairs–UCF Downtown	VP ORG=70600	Dr. Ross Wolf	Ms. Karen Cobbs Ms. Rebeca Richards
Administration	02, 72, 73, 0701	Ms. Misty Shepherd	Mr. Carl Metzger Mr. Duane Siemen Ms. Maureen Binder
Administration	90, 91, 92, 93, 94, 95, 96, 98	Ms. Misty Shepherd	Mr. Duane Siemen
Finance	VPORG=205000, 207000, 208000, 02	Mr. Gerald Hector	Ms. Kathryn Mitchell Ms. Kristie Harris
Burnett Honors College	15	Dr. Sheila Gutierrez de Pineres	Ms. Lesanne Brunswick Dr. Martin Dupuis
College of Arts & Humanities	11, 23	Mr. Jeff Moore	Ms. Cathy Radzai
College of Business Administration & Executive Development Center	13, 36	Dr. Paul Jarley	Dr. Sevil Sonmez Ms. Jessica Dong

College of Community Innovation and Education	14 VPORG=540000	Dr. Pamela Carroll	Ms. Allison Jefferson Mr. James Clarke Dr. Florencio Eloy Hernandez
College of Engineering & Computer Science	16 VPORG=550000	Dr. Michael Georgiopoulos	Ms. Nanette Aubert
College of Graduate Studies Research–Faculty Cluster	19 VPORG=5R5000 VPORG=5G0000	Dr. Elizabeth Klonoff	Ms. Melanie Warren
College of Health Professions & Sciences	18 VPORG=560000	Dr. Christopher Ingersoll	Ms. Kelli Murray
Academic Health Sciences Center Student Health	25, 22, 2007 VPORG= 5M3000	Dr. Deborah German	Mr. Steve Omli
College of Nursing	26	Dr. Mary Lou Sole	Dr. Maureen Covelli Ms. Sunny Heyl
College of Optics and Photonics	17,65	Dr. David J. Hagan	Mr. Mark C. Wagenhauser
College of Sciences	24	Dr. Tosha Dupras	Ms. Seresa Cruz
Communications & Marketing	08	Mr. Patrick Burt	Ms. Tammy Forrester Ms. Rita Echeverria Ms. Michelle Fuentes
Digital Learning • Continuing Education	VPORG=51D000	Dr. Tom Cavanagh	Ms. Karen Cobbs Dr. Sean Armstrong (Continuing Education)
Faculty Excellence • Center for Success of Women Faculty • Faculty Center for Teaching and Learning	10, 02	Dr. Jana Jasinski	None
UCF IT	VPORG-5T0000, 09	Mr. Michael Sink	Ms. Karen Cobbs
UCF Libraries	VPORG-5TL000	Mr. Frank Allen	Ms. Karen Cobbs
General Counsel	018	Ms. Youndy Cook	None
UCF Global	VPORG=51G000	Dr. Timothy Letzring	Mr. Jason Kennedy Ms. Nataly Chandia Viano
University Compliance, Ethics, and Risk	VPORG=102000, 110000	Ms. Rhonda Bishop	Ms. Christina Serra

Research	06, 20, 21, 61, 63, 64, 66, 68, 69 VPORG=5R0000 VPORG=5R7000 VPORG=5FC000	Dr. Elizabeth Klonoff	Dr. Debra Reinhart
Limbitless	5RL000	Dr. Elizabeth Klonoff	Dr. Debra Reinhart
Rosen College of Hospitality Management	12	Dr. Youcheng Wang	Ms. Catherine Gholson
Student Development & Enrollment Services	03, 71, 80, 0703	Dr. Adrienne Frame	Dr. Sharon Ekern
Student Learning and Academic Success • UCF Abroad • UCF Connect	VPORG= 5U0000	Dr. Theodorea Regina Berry	Dr. Kimberly Schneider (UCF Abroad) Dr. Pam Cavanaugh (UCF Connect) Ms. Karen Cobbs (UCF Connect)
Undergraduate Studies • Interdisciplinary Studies	VPORG= 5U0000	Dr. Theodorea Regina Berry	Dr. Wayne Bowen (Interdisciplinary Studies) Ms. Karen Cobbs
Government and Community Relations	04 VPORG=140000, 141000	Ms. Janet Owen	Mr. Fred Kittinger (anything) Ms. Alison Schultz (reqs only) Ms. Maritza Martinez (Community Relations)
Direct Support Organizations*	74	Ms. Christy Tant	

*DSOs follow different purchasing policies and approval thresholds