

TO: University of Oregon Campus
FROM: Greg Shabram, Chief Procurement Officer of the University of Oregon
DATE: October 1, 2023
RE: Delegation of Contracting Authority from PCS to University Employees

The University Employees listed on the [Delegated Contracting Authority webpage](#) have been delegated “Level 1 Contracting Authority” (L1CA) and/or “Level 2 Contracting Authority” (L2CA) as described in Section 10.4 of the [University of Oregon’s \(“UO”\) Purchasing and Contracting Procedures](#) located on our website.

The list of University Employees will be updated from time to time as employees leave employment at UO or new employees are delegated authority to sign contracts.

I retain the authority to delegate customized contracting authority with a value of less than or equal to \$25,000 to individual employees to serve specifically identified business needs. This includes authority to sign designated form contracts that have been prepared and authorized by Purchasing and Contracting Services, which have modified contract provisions that are tailored to the needs of the individual employee and their department. This may also include the authority to sign vendor contracts subject to UO’s standard terms and conditions, so long as such contracts do not exceed \$25,000 in total value. These separate delegations of authority are identified in separate memoranda or other written form, including email, issued directly to the individual employee.

For further questions about this matter, please contact me at pcsadmin@uoregon.edu.

Best regards,

Greg Shabram
Chief Procurement Officer