Subject: Policy- Delegation

I am formalizing our written policy for delegation of obligating authority. It is my understanding that we are following this policy:

Policy:

The Vice President for Finance and Administration or his delegated representative has the authority to obligate Liberty University for routine one time purchases of equipment and supplies, provided such purchases are (1) part of an approved operating budget, (2) provided such purchases are within other LU policies and (3) funds are available for payment.

Other obligations (e.g., land, buildings, multiple year computer leases, etc) require the written approval of the president unless the authority to obligate the university is delegated specifically for that purchase, in writing to the VP for Finance and Administration, who can not further delegate such authority.

John M. Borek, Jr.
President