



Office of the President

West Chester University | West Chester, Pennsylvania 19383 | 610-436-2471 | www.wcupa.edu

**West Chester University of Pennsylvania  
Delegation of Presidential Authority  
Purchasing and Contracting Officers  
(Revised March 1, 2023)**

The following University employees are authorized to exercise presidential contracting officer authority under the provisions of Act 57 of 1998 and Board of Governors Policy 1998-04 to the extent and within the limits described.

<b>Primary Delegate</b>		
<b>Name</b>	<b>Position Title</b>	<b>Scope of Authority</b>
Todd E. Murphy	Vice President for Finance and Administration	All Contracts, including Sponsored Research Contracts. Unlimited Dollar Amount.
<b>Secondary Delegate(s)</b>		
<b>Name</b>	<b>Position Title</b>	<b>Scope of Authority</b>
Jeffrey Baun or Julie Martin or Bill Smith	Director of Business Services  Purchasing Manager  Assistant Purchasing Manager	Purchases & Contracts: <\$100,000 In absence of Mr. Murphy: Unlimited Dollar Amount  Purchases & Contracts: <\$50,000  Purchases & Contracts <\$25,000
Andrew C. Lehman or Jeffery L. Osgood, Jr. or Jen Bacon	Vice President for University Affairs and Chief of Staff  or  Interim Executive Vice President and Provost  or  Interim Deputy Provost	Facilities Usage Agreements (only). Waiver of fees requires additional approval – See WCU Facilities Use Policy.