[date]

Thomas L. Hall, Interim Chief Facilities Executive

Facilities, Planning & Development Department

Los Angeles Community College District

770 Wilshire Blvd.

Los Angeles, CA 90017

**RE: SUSTAINABLE BUILDING Program–President Delegation of Signature Authority**

Dear Mr. Hall:

For purposes of signing Requests for Contract (RFC) and other Bond Program related documents at [name of college] please be advised that I authorize the following individual(s) to act on my behalf.

I will supervise the activities of these individuals, and I understand I remain accountable for the progress of the Bond Program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **PRINT NAME AND TITLE** |  | **PLEASE SIGN** |  | **DATE** |
|  |  |  |  |  |
| **PRINT NAME AND TITLE** |  | **PLEASE SIGN** |  | **DATE** |

Individual(s) will retain signature authority until you are advised otherwise.

Sincerely,

[print name], President

cc BuildLACCD Program Management Office