

7. DELAUTH

SUBJECT: Delegation of Authority to Administer
Contract No. _____
For (Brief Description Title)

TO: _____
Administrative Contracting Officer (ACO)

FROM: _____
Principal Contracting Officer (PCO)

You are delegated authority to administer the above referenced contract. Your authority is subject to the restrictions set forth in this memo in accordance with **FAR 42.302 "Contract Administration,"** and any additional functions delegated in writing by the PCO:

- " To perform all on-site contract administration functions not specifically reserved to the PCO.
- " To approve all additional work within your Warrant limit.
- " To prepare, and issue delivery orders within the terms and conditions of the contract and forward a copy to the PCO.
- " To approve contractor invoices for payment and forward to the National Finance Center with a copy to the PCO.
- " To monitor and enforce Department of Labor requirements.
- " To provide the PCO with copies of any correspondence given to the contractor.
- " To promptly refer matters outside your authority to the PCO.

You are required to familiarize yourself with this Contract and the provisions of FAR 42.302, "Contract Administration Officer Functions."

The contract specialist assigned to administer this contract is _____. He/she can be reached at _____.

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