



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 August 1, 2025)**

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	Vice President for University Affairs and Chief of Staff	Facilities Usage Agreements (only). Waiver of fees requires additional approval – See WCU Facilities Use Policy.