



**Financial Services
Procurement**
735 Randolph Street, Suite 1508
Detroit, Michigan 48226
Phone: 313-964-9157

Memorandum

Date: October 10, 2017

To: Great Lakes Water Authority Board of Directors

From: Gaylor Johnson, Chief Procurement Officer

CC: Ms. Sue F. McCormick, Chief Executive Officer

Re: Delegation of Authority During Medical Leave

In accordance with the Great Lakes Water Authority Procurement Policy Section 2.2, Delegation of Authority, I am providing notice for delegation of authority during my upcoming medical leave which begins on Wednesday, October 12, 2017.

In my absence, I delegate authority to Mr. Daniel Edwards, Construction & Contract Services Manager for all items in the policy that reference the Chief Procurement Officer. If Mr. Edwards is not available, or if it would not be appropriate for Mr. Edwards to sign for internal control purposes, then Mr. Ian Thompson, Owners Representative Engineer is the alternate.