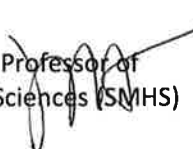


DATE: July 6, 2018

TO: Donna Ginter, Executive Director of Procurement  
Shelley Shearer, Manager of Strategic Services

FROM: Jeffrey Akman, Vice President for Health Affairs, Walter A. Bloedorn Professor of  
Administrative Medicine, and Dean, School of Medicine and Health Sciences (SMHS) 

CC: Deb Dickenson, Assistant Dean for Finance, Planning and Fiscal Operations, SMHS  
Sharon Boyd, Senior Advisor, SMHS

SUBJECT: Approval of gifts purchases by faculty and staff, and delegation of approval authority

Please accept this memo as my approval for SMHS faculty and staff to purchase gifts for non-GW employees and students up to \$100 per instance for the School of Medicine and Health Sciences, including gift purchases while on international travel. This type of gift is necessary and routine in the operation of our fundraising, business development and student-related activities.

For gifts over \$100, I delegate my approval to Deb Dickenson, who will review individual gifts exceeding \$100, or for purposes other than those mentioned above. If Deb Dickenson is out of the office, she may delegate her approval to another SMHS Finance Director as needed.

This request is for the period from July 1, 2018 through December 31, 2019.