**Decision Memo**

To: President Napolitano

From: [Insert Division Head’s Name and Title]

Date: [Insert Date]

Subject: [Insert Subject]

Following Presidential decision, please return to UCOP Procurement, 1111 Franklin, 9313

The Decision Memo should be drafted by the requestor and submitted through the approval process with the “Request for Approval of Contractors and Consultants” form. The Division Head should fill in the Recommendation section, as noted below.

**Please note that Presidential approvals reflect budgetary spending only. Procurement protocols must be observed to comply with UC Policy.**

[This is a template for decision memos submitted to the President. The memo should include each of the bolded sections. Ideally, the memo should be 3-5 pages, although, depending on the complexity of the issue, may be longer. Each memo should include a signature page for the President to indicate her decision. The signature block should come at the end and should be on its own page. A model of the signature page is included.]

**Summary**: [In this section, which should be 3-5 sentences, provide a summary of the issue at hand, the decision points, and the recommended course of action.]

**Background:** [In this section, provide the necessary background and context of the matter.]

**Discussion/Analysis**: [In this section, provide a discussion and analysis of the matter giving rise to a decision point or points and anything the President needs to know about the matter.]

**Options**: [In this section, provide the options for the decision point or points. This should cover the pros and cons of each option, including the likely reaction among key partners and stakeholders (e.g., the Regents, the chancellors, faculty, students, and staff) to adopting each option and any significant budget considerations.]

**Recommendation**: This section to be finalized by Division Head

[In this section, indicate which option you recommend the President approve and why you support that option over the others. This section should include discussion of what external or internal engagement, if any, is recommended prior to, or following, the decision issuing.]

**Explanation:** This section to be finalized by Division Head

[Please explain why this work cannot be done with existing resources]

**Other Views**: [In this section, indicate whether others had different views on which option should be adopted, and, if so, why the authors disagree with those views.]

**Review & Approval:** [For this section, use the below chart to indicate who the author consulted with on the decision recommendation prior to submission to the President. In the sections with parentheses, please insert the official’s name. If no consultation was necessary, check the applicable box and provide a brief explanation.]

|  |  |  |
| --- | --- | --- |
| Consultation  |  |  |
|  | **Aimée Dorr**  |  | **Academic Affairs ( )** |
|  | **Nathan Brostrom**  |  | **OCFO( )** |
|  | **Rachael Nava**  |  | **Business Operations ( )** |
|  | **Sheryl Vacca**  |  | **OECAS ( )** |
|  | **John Stobo**  |  | **UC Health ( )** |
|  | **Julie Henderson**  |  | **Public Affairs ( )** |
|  | **Nelson Peacock**  |  | **Government Relations ( )** |
|  | **Charlie Robinson**  |  | **OGC ( )** |
|  | **Barbara Allen-Diaz**  |  | **ANR ( )** |
|  | **Jagdeep Bachher**  |  | **Investment Office ( )** |
|  | **Kim Budil**  |  | **Laboratory Mgmt ( )** |
|  | **Éva Goode** |  | **OP Budget Office ( )** |
|  | **Other ( )** |  | **Other ( )** |
|  | **No consultation necessary:**  |

**Decision**

Recommendation:[Insert one or two sentences describing recommendation.]

\_\_\_ Approve

\_\_\_ Disapprove

\_\_\_ Modify, as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_ Needs more discussion with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Janet Napolitano Date

President