Dear PennWest employees,

Please note the following updates from the PennWest Office of Finance regarding the Delegation of Presidential Authority, Mileage Reimbursement Update, and the W-9 and PA Exemption Certificate Forms:

1. The PennWest Delegation of Presidential Authority: In accordance with Act 57 of 1998 and Board of Governors Policy 1998-04-A directing each university to submit to the Chancellor written delegation of contract and fiscal authority, the attached Delegation of Presidential Authority Purchasing and Contracting form provides the current delegation for Pennsylvania Western University.

   * Questions regarding the Delegation of Presidential Authority may be directed to my assistant, Kristine Hall at hall_k@pennwest.edu.

2. Mileage reimbursement rate: The IRS and US GSA increased the mileage reimbursement rate for the remainder of the calendar year due to the rise in the price of gasoline.

   “In accordance with a change in the U.S. General Services Administration’s privately owned vehicle mileage reimbursement rates and Board of Governors’ Policy 1986-07-A, Travel Expense Regulations, the reimbursement rate for use of a personal automobile for official State System travel has increased to 62.5 cents per mile effective July 1, 2022. For travel occurring from January 1, 2022, through June 30, 2022, the reimbursement rate was 58.5 cents per mile.”

   Complete information on rates of reimbursement for official State System travel is available on the System's website.

3. The new PennWest W-9 and PA Exemption Certificate forms are attached for your use as required.

Thank you.

Fawn L. Petrosky
Senior Vice President
Office of Finance

PennWest UNIVERSITY