

March 4, 2019

Heather Davison  
Contracts Assistant Manager  
Washington State University  
442 French Administration Building  
Pullman, WA 99164-1045

Dear Ms. Davison:

Pursuant to RCW 28B.10.528, and the authority conferred on me by the WSU Board of Regents, I delegate to you the authority to negotiate, execute, and administer the following contracts on behalf of Washington State University that are related to your duties as the Contracts Assistant Manager:

- Contracts for the procurement of goods, supplies, materials, and equipment where the total cost to the University is less than \$75,000 per contract.
- Contracts for purchased services and personal services where the total cost to the University is less than \$75,000 per contract.
- Contracts for lodging and use of off-campus facilities where the total cost to the University is less than \$250,000 per contract.
- Contracts for performers or speakers where the cost to the University is less than \$250,000 per contract.
- Revenue, auxiliary, and service center contracts where the revenue to the University is less than \$250,000 per contract.
- Contracts for the use of on-campus facilities where the revenue to the University is less than \$250,000 per contract.
- Interagency agreements where the total costs or revenues to the University are less than \$250,000 per contract.
- Placement/affiliation/internship agreements by the University.
- Contracts not included in the above categories but which generally relate to the business and financial affairs of WSU, where the total

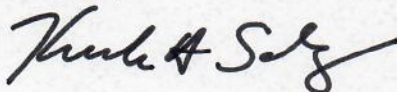
costs or revenues to the University are less than \$250,000 per contract.

The following conditions and limitations apply to this delegation:

- You are not authorized to execute contracts not specified above.
- You may not exercise this contracting authority unless you have attended all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services, including periodic refresher trainings.
- You must follow all University policies and procedures and applicable laws pertinent to the exercise of this contracting authority.
- You are required to seek guidance on any particularly sensitive or difficult matters as appropriate
- Any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 but subject to change) must be competitively awarded or sole source justified through Purchasing Services.
- This delegation will remain in effect until the earlier of (a) three years from the date of issuance specified above, (b) your transition from the position specified above, or (c) my revocation of this delegated authority.

This delegation of authority is effective immediately. By exercising this authority, you acknowledge that you understand the scope, limitations, and conditions of your delegation. I know you will use sound judgment in the execution of these responsibilities.

Sincerely,



Kirk H. Schulz  
President

cc: Attorney General's Office  
Finance and Administration  
Purchasing Services