

June 30, 2017

Angela Senter
Event Coordinator 3
Carson College of Business
Todd Add 569
Pullman, WA 99164-4750

Dear Ms. Senter:

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:

- Contracts for the procurement of goods, supplies, materials, and equipment, where the total costs to the University are estimated to be less than \$10,000.
- Contracts for purchased services, personal services, and client services, where the total costs to the University are estimated to be less than \$10,000. Any contracts for personal services (consulting) or client services (services provided directly to students) shall be on the personal service contract template available through Purchasing Services.
- Contracts for catering, entertainment, lodging, and off-campus facilities use where the total costs to the University are estimated to be less than \$10,000.

The following limitations apply to this delegation:

- You are not authorized to negotiate, execute, nor administer contracts which involve an interest in real property.
- You must seek assistance from the Contracts Office and/or Purchasing Services on contracts which involve the receipt, transmission, back-up or storage of legally protected data, or that involve the security of data.
- You must seek assistance from the Contracts Office and/or Purchasing Services on contracts which involve the obligation, on the part of either

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party, to hold harmless or indemnify the other party, to be liable for any claim or damages, or to waive any legal claim.

The following conditions apply to this delegation:

- 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, 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.
- This delegation of authority includes the obligation to manage the contracts in accordance with the terms therein after execution.
- This delegation will remain in effect for one year, and only as long as you hold your position as an Event Coordinator for the Carson College of Business, or until revoked by me.

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,

A handwritten signature in black ink, appearing to read "Kirk H. Schulz", with a long horizontal flourish extending to the right.

Kirk H. Schulz
President

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