

January 2, 2018

Brandy Wiser
Business Operations Manager
Bohler Gym 140
Pullman, WA 99164-1602

Dear Ms. Wiser:

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 administer and execute the following contracts on behalf of Washington State University that are related to your duties as a Business Operations Manager, provided that all University policies and procedures and applicable laws in effect at the time of signature have been followed, and that you have completed all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services:

Team travel contracts, including hotels, buses, air travel, catering, and meals for team trips to engage in intercollegiate athletic contests, where the cost to the University does not exceed \$100,000 per instrument.

Game, tournament, and bowl contracts, including all monetary and non-monetary home and out-of-town agreements for intercollegiate athletic contests and associated travel and other activities, where the cost or revenue to the University does not exceed \$100,000 per instrument.

Athletics sponsorship agreements that do not conflict with University sponsorship agreements, where the cost or revenue to the University does not exceed \$100,000 per instrument and the term does not exceed three (3) years.

Rental of facilities for Intercollegiate Athletics and associated events, where the cost or revenue to the University does not exceed \$100,000 per instrument.

Rental of facilities assigned to the Department of Intercollegiate Athletics to other parties, where the cost or revenue to the University does not exceed \$100,000 per instrument.

Template revenue share contracts for concessions subcontractors and non-profit groups working concession stands at various University Athletics events, which have been approved by the Office of Finance and Administration and the Office of the Attorney General, and where the cost or revenue to the University does not exceed \$20,000. Any

changes to template agreements must be approved by the Office of Finance and Administration prior to implementation.

Any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 and subject to change) must be competitively awarded or justified as a sole-source procurement through Purchasing Services.

This delegation of authority includes the obligation to manage and administer the contracts in accordance with the terms therein, and to seek guidance on any particularly sensitive or difficult cases as appropriate, depending on the circumstances. This delegation of authority is effective immediately and will remain in effect as long as you hold the responsibilities associated with a Business Operations Manager, or until revoked by me. By exercising this authority you acknowledge that you have completed the required training and understand the scope and limitations 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