

October 14, 2016

Christine R. Hoyt
Special Assistant to the President
Washington State University
422 French Administration Building
Pullman, WA 99164-1048

Dear Ms. Hoyt:

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 the Special Assistant to the President, 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:

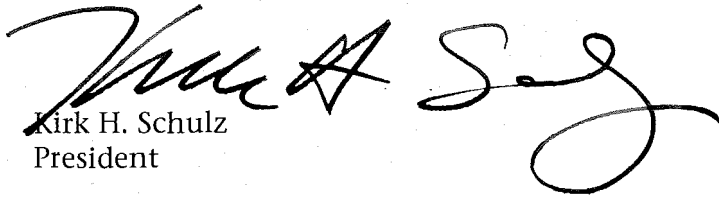
- Contracts, purchase orders, and other written instruments relating to the procurement of goods, supplies, materials, equipment, licenses and purchased services provided the calculable face amount of each instrument at the time of execution does not exceed \$10,000.
- Contracts for facilities to provide meetings, conferences and programs provided the calculable face amount of each instrument at the time of execution does not exceed \$10,000.
- Contracts for travel, meals and related services to be used by Board of Regents and related individuals provided the calculable face amount of each instrument at the time of execution does not exceed \$10,000.

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 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 the Special Assistant to the President, or until revoked by me. By exercising this authority you acknowledge that you have attended 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,

A handwritten signature in black ink, appearing to read "Kirk H. Schulz". The signature is fluid and cursive, with the first name "Kirk" being the most prominent.

Kirk H. Schulz
President

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

Memorandum of Request Regarding Delegation of Contractual Authority

- This form must be completed and submitted by an executive officer at the Vice President level. (Refer to BPPM 10.10.)
- Complete this form for all requests to grant, modify or remove delegation of contractual authority for subordinate officials.
- Return completed forms to the Office of the Vice President for Finance and Administration, Attn: Contracts Manager.

From: __Kirk H. Schulz, President__ Date: __September 27, 2016__
 (Name of Requesting Executive Officer at the Vice President Level)

To: Vice President of Finance and Administration

Re: Delegation of Contractual Authority for: Name: __Christine R. Hoyt__ Title: __Special Assistant to the President__

If this is a request for a complete revocation of an existing delegation, please:

- (1) Attach a copy of the current delegation letter.
- (2) State the effective date of the revocation: _____
- (3) State the reason for revocation: (E.g, change of position, separation from the University, retirement): __

If this is a request for a modification, expansion or reduction of an existing delegation, please:

- (1) Attach a copy of the current delegation letter.
- (2) Describe the requested change to the delegation: __Modification of Chris' delegation to mirror the authority currently held by Desiree Jacobsen, Executive Assistant to the Board of Regents. Desiree's letter is attached here for reference.__
- (3) Explain why you believe this change is needed: __Chris' existing authority is no longer applicable for her current duties. This revised delegation will enable Chris to further support operation of the President's Office__

If this is a request for a new delegation, please:

- (1) Describe what authority you request be given to the proposed delegate:
 Type of contract(s): _____
 Dollar limit: _____
- (2) Explain why you believe this delegation is needed: _____

SIGNATURE OF REQUESTING EXECUTIVE OFFICER AT THE VICE PRESIDENT LEVEL:

I request that the Vice President for Finance and Administration recommend the above delegation to the University President.

Signature: _____ Date: _____

RECOMMENDED FOR ISSUANCE: (Signature): _____	(Date): <u>10/12/16</u>
VICE PRESIDENT FOR FINANCE AND ADMINISTRATION	
CONTRACTS OFFICE TRAINING CERTIFICATION: DATE TRAINING COMPLETED: <u>11-3-2015</u>	(Signature): _____ AMANDA OWEN, CONTRACTS MANAGER
PURCHASING SERVICES PROCUREMENT TRAINING CERTIFICATION: (IF APPLICABLE) DATE TRAINING COMPLETED: _____ (Signature): _____	
(Name / Title) : _____	