

May 24, 2018

Heidi Clarke  
Business Center Manager  
College of Agricultural, Human, and Natural Resource Sciences  
Johnson 201A  
Pullman, WA 99164-1075

Dear Ms. Clarke:

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 CAHNRS Business Center 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:

Agreements which are on the approved form, subordinate to, and do not change the terms of a Master Agreement approved by the Office of Finance and Administration, where the total cost or revenue to the University does not exceed \$10,000. Any changes to the Master Agreement must be approved by the Office of Finance and Administration prior to execution.

Templates approved by the Office of Finance and Administration and the Attorney General's Office, where the total cost or revenue to the University does not exceed \$10,000, specifically limited to the following agreements created for CAHNRS and/or Extension. Any changes to the template agreements must be approved by the Office of Finance and Administration prior to execution:

- a. Facility Use - Short Term
- b. Facility Use - Long Term
- c. Ensminger Pavilion - Internal User
- d. Ensminger Pavilion - External User

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 CAHNRS Business Center 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,

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