

March 16, 2015

Brian Shuffield
Director, Student Involvement and Leadership
Washington State University
Compton Union Building 320
Pullman, WA 99164-7204

Dear Mr. Shuffield:


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 Director of Student Involvement and Leadership, provided that all University policies and procedures and applicable laws in effect at the time of signature have been followed, and that you have attended all training required by the contracts and/or purchasing office:

Contracts relating to the purchase of catering, hotel reservations, events, camps, off campus facilities use, entertainment, supplies and services for Student Involvement and Leadership where the total costs or revenues to the University are estimated to be less than \$20,000.

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 Director of Student Involvement and Leadership, 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,


Elson S. Floyd, Ph.D.
President

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