

October 2, 2014

Desiree Jacobsen
Executive Assistant to the Board of Regents
Office of the President
Washington State University
PO Box 641048
Pullman, WA 99164-1048

Dear Ms. Jacobsen:

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 Executive Assistant to the Board of Regents, 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:

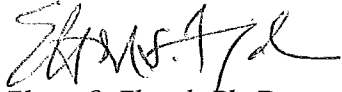
- Contracts, purchase orders, and other written instruments relating to the procurement of goods, supplies, materials, equipment, licenses and purchased services provided the calculable face amount of each instrument at the time of execution does not exceed \$10,000.
- Contracts for facilities to provide 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 Executive Assistant to the Board of Regents, 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 'Elson S. Floyd', written in a cursive style.

Elson S. Floyd, Ph.D.
President

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