

April 2, 2014

Edward Sala  
Director, University Publishing  
Assistant Executive Director, University Communications  
Washington State University  
P.O. Box 645910  
Pullman, WA 99164-5910

Dear Mr. Sala:

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 for University Publishing and Assistant Executive Director for University Communications, 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:

Standard contracts with authors; standard sales, consignment and distribution agreements with book distributors; copyright forms, and copyright release forms; and purchase orders and related contract documents for brokered printing services. The cost or revenue to the University for such agreements may not exceed \$50,000 per instrument. All such documents must be pre-approved for use by the Office of Finance and Administration.

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 for University Publishing and Assistant Executive Director for University Communications, 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