

June 30, 2017

Matthew A. Skinner
Associate Vice President, Financial Services
Washington State University
442 French Administration Building
Pullman, WA 99164-1045

Dear Mr. Skinner:

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 act on behalf of the Board of Regents in the following matters, 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:

- The negotiation, execution, and administration of contracts relating to the business and financial affairs of the University including, but not limited to, revenue agreements, interagency agreements, purchase orders, and all other written instruments relating to the procurement or disposal of personal property, including but not limited to goods, supplies, and materials where the total costs or revenue to the University are estimated to be less than \$1,000,000.
- The negotiation, execution, and administration of agreements for personal services, professional services, or client services.
- The negotiation, execution, and administration of contracts, purchase orders, or other written instruments relating to the acquisition of heating fuels and other heating, electrical, telephone, water, and sewage utility services.
- Agreements regarding real property acquisition and disposal, leases, rental agreements, facilities management agreements, easements, permits, licenses, and other written instruments relating to acquisition of, or granting of interests in real property where the value of the property to be disposed of or obligated in such manner is \$250,000 or less.

- Investment and re-investment of current endowment or trust funds and the acquisition, sale, or transfer of stocks, bonds, or certificates of investment in accordance with general policies established by the Board of Regents or the joint University/WSU Foundation Investment Committee.
- Authority to make those exceptions to travel policies and regulations which are allowed by state law, OFM/DES regulations, or WSU policy.

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 said 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 Associate Vice President, Financial Services, 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,



Kirk H. Schulz
President

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