

October 18, 2013

Patty Gropp  
Associate Director  
Purchasing Services  
Washington State University  
220 French Administration Building  
Pullman, WA 99164-1020

Dear Ms. Gropp:

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 Associate Director of Purchasing Services, 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 or disposal of goods, supplies, materials, equipment, licenses, and purchased services where the total costs to the University are estimated to be less than \$250,000.
- Contracts for personal, professional, client services, and revenue/auxiliary contracts, where the total costs or revenue to the University are estimated to be less than \$250,000.
- Contracts, purchase orders and other written instruments relating to the acquisition of heating fuels and other heating, electrical, telephone, water and sewage utility 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 Associate Director of Purchasing 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,

A handwritten signature in black ink, appearing to read 'Elson S. Floyd', with a stylized flourish at the end.

Elson S. Floyd, Ph.D.  
President

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