

March 1, 2017

Ms. Stacy Pearson
Vice President for Finance and Administration
Washington State University
442 French Administration Building
P.O. Box 641045
Pullman, WA 99164-1045

Dear Ms. Pearson:

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 completed all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services:

- The execution and administration of contracts relating to the general business and financial affairs of the University, including but not limited to purchase orders and all other written instruments relating to the procurement or disposal of personal property including but not limited to goods, supplies, materials and insurance where the total costs to the University are estimated to be less than \$2,500,000.
- The execution and administration of purchases that have been pre-authorized or pre-allocated by the Regents. Said authority extends, but is not limited, to purchases incident to capital construction projects.
- The execution and administration of purchases made pursuant to an external grant.
- The execution of contracts 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 under \$1,000,000, and for contracts of \$1,000,000 or more when the authority has been delegated to the President or his designee by action of the Board of Regents.

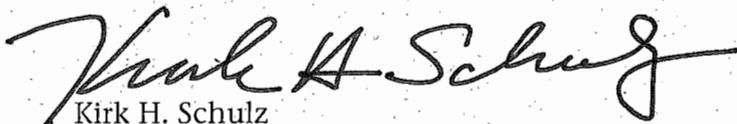
- The execution of contracts for personal or professional services to or by the University.
- The execution of contracts, purchase orders or other written instruments relating to the acquisition of heating fuels and other heating, electrical, telephone, water and sewage utility services.
- Approval and execution of contracts relating to the selection and appointment of architects, engineers, planners, and other professional consultants, the approval or adoption of conceptual, schematic and preliminary (design development) plans, and the approval of working drawings where the total project costs (that is the estimate of the ultimate overall costs of the entire project) are estimated to be less than \$1,000,000; the authority to call for bids, to establish project budgets, to advertise and receive bids and to award and execute construction contracts for new buildings, additions, alterations, improvement, and repairs where the total project costs are less than \$1,000,000; and to reject any or all bids, and to rebid projects where determined to be appropriate, and for projects of \$1,000,000 or more when authority has been delegated to the President or his designee by action of the Board of Regents.
- For projects that have an estimated total cost (that is, the ultimate overall costs of the entire project) of five (5) million dollars or less and which are funded solely by state appropriated capital sources: The authority to approve and execute contracts relating to the selection and appointment of architects, engineers, planners, and other professional consultants; to approve and adopt conceptual, schematic and preliminary (design development) plans; to approve working drawings; to call for bids; to establish project budgets; to advertise and receive bids; to award and execute construction contracts for new buildings, additions, alterations, improvement, and repairs; to reject any or all bids; and to rebid projects where determined to be appropriate. For projects funded in whole or in part by sources other than state appropriated capital sources, the above \$1.0 million threshold applies.
- Execution of funding authorizations, contracts and/or state treasury loan agreements as necessary to implement cost-effective energy service performance measures for all University facilities.
- Execution of contracts providing for the receipt of grant funds, sponsored research funds, awards, matching grants, or acceptance of gifts or bequests by the University.
- Investment or 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, from time to time.

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 Vice President for Finance and Administration, 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 "Kirk H. Schulz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kirk H. Schulz
President

cc: Office of the Attorney General
Finance and Administration
Purchasing Services