

August 28, 2018

Leslie Thompson
Director, Administrative Services
Academic Outreach and Innovation
Washington State University
Van Doren 4
Pullman, WA 99164-5210

Dear Ms. Thompson:

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 of Administrative Services for Academic Outreach and Innovation, provided that all University policies, 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 Office, Purchasing Services, and the Washington Department of Enterprise Services, including periodic refresher trainings:

- Contracts to hire speakers, presenters, teachers, and lecturers, where the value of the contract does not exceed \$100,000 per instrument.
- Contracts for facilities to provide conferences and programs, where the value of the contract does not exceed \$100,000 per instrument.
- Contracts for travel, meals, and conference-related services to be used by participants and individuals who deliver programs, where the value of the contract does not exceed \$100,000 per instrument.
- Revenue agreements between Academic Outreach and Innovation and its clients for the provision of professional

education services, where the value of the contract does not exceed \$200,000 per instrument.

- Sponsorship agreements with sponsors of client events, where the sponsorship does not exceed \$100,000. For the avoidance of doubt, this authority does not extend to sponsored programs, grants, or similar agreements which should be processed through the Office of Research.
- Except as specified above, contracts for purchased goods and services, where the value of the contract does not exceed \$10,000 per instrument.

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 of Administrative Services for Academic Outreach and Innovation, 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