

December 13, 2019

Samuel Schirer  
Contracts Specialist 2  
Contracts and Real Estate Office  
Washington State University  
442 French Administration Building  
Pullman, WA 99164-1045

Dear Mr. Schirer:

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 negotiate, execute, and administer the following contracts on behalf of Washington State University that are related to your duties as a Contracts Specialist 2:

- Contracts for the procurement of goods, supplies, materials, and equipment, where the total costs to the University are less than \$10,000.
- Contracts for the purchase of services and personal services where the total costs to the University are less than \$10,000.
- Contracts for lodging and use of off-campus facilities where the total costs to the University are less than \$100,000.
- Contracts for performers or speakers where the cost to the University does not exceed \$100,000.
- Revenue, auxiliary, and service center contracts where the revenue to the University does not exceed \$100,000.
- Contracts for the use of on-campus facilities where the revenue to the University does not exceed \$100,000.
- Interagency agreements where the total costs or revenues to the University are less than \$100,000.
- Placement/affiliation/internship agreements by the University.
- Agreements regarding real property acquisition and disposal, leases, rental agreements, facilities management agreements, easement 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 less than \$25,000 per agreement.

- Contracts not included in the above categories but which generally relate to the business and financial affairs of WSU, where the total costs or revenues to the University are less than \$100,000 per contract.

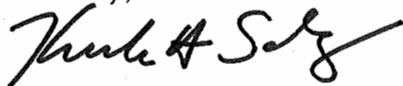
The following conditions apply to this delegation:

- You are not authorized to execute contracts not specified above.
- You may not exercise this contracting authority unless you have attended all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services, including periodic refresher trainings.
- You must follow all University policies and procedures and applicable laws pertinent to the exercise of this contracting authority.
- You are required to seek guidance on any particularly sensitive or difficult matters as appropriate
- 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 will remain in effect until the earlier of (a) three years from the date of issuance specified above, (b) your transition from the position specified above, or (c) my revocation of this delegated authority.

This delegation of authority is effective immediately. By exercising this authority you acknowledge that you understand the scope, limitations, and conditions 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