

March 16, 2020

Ms. Molly Spain
Procurement & Supply Specialist 3
Purchasing Services
Business Services/Controller
University Stores 100
Pullman, WA 99164-1020

Dear Ms. Spain:

Pursuant to RCW 28B.10.528, and the authority conferred on me by the Washington State University 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 Procurement and Supply Specialist 3 for Purchasing Services:

- Contracts for the procurement of goods, supplies, materials, and equipment, where the total costs to the University are estimated to be less than \$250,000.
- Contracts for the purchase of services and personal services where the total costs to the University are estimated to be less than \$250,000.

The following conditions and limitations apply to this delegation:

- You are not authorized to execute contracts not specified above. By way of example and not limitation, you are not authorized to execute contracts that involve an interest in real property.
- 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.
- This delegation of authority includes the obligation to manage the contracts in accordance with the terms therein after execution.
- Any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 and subject to change) must be competitively awarded or justified as a sole-source procurement 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,

A handwritten signature in black ink, appearing to read 'Kirk H. Schulz', with a long horizontal flourish extending to the right.

Kirk H. Schulz
President

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