

October 28, 2020

Shawna Thompson  
Real Estate Manager  
Real Estate and Business Operations  
Washington State University  
McCluskey - Office 121  
PO Box 641045  
Pullman, WA 99164-1045

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 negotiate, execute, and administer the following contracts on behalf of Washington State University that are related to your duties as the Real Estate Manager:

- Template agreements regarding real property leases, rental agreements, and facilities management agreements where the total costs or revenues to the University are less than \$100,000 per agreement.

The following conditions apply to this delegation:

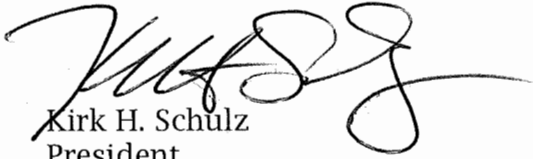
- You are not authorized to execute contracts not specified above.
- You may not exercise this contracting authority unless you have attended all training required by Finance and Administration, Purchasing Services, and the Washington Department of Enterprise Services, including periodic refresher trainings.
- 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,

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