August 17, 2023

Sara Rauch  
Director of Business Services  
Washington State University Vancouver  
14204 NE Salmon Creek Ave  
Vancouver, WA 98686-9600

Dear Ms. Rauch:

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 execute the following instruments on behalf of Washington State University that are related to your duties as Director of Business Services for Washington State University Vancouver:

- WSU Template Purchase Orders for the procurement of goods, supplies, materials, and equipment where the total cost to the University is less than $100,000 per purchase order.
- WSU Template Purchase Orders for the purchase of services where the total cost to the University is less than $100,000 per purchase order.

The following conditions and limitations apply to this delegation:

- You are not authorized to execute instruments not specified above. By way of example and not limitation, you are not authorized to execute contracts or non-template purchase orders.
- You may not exercise this authority unless you have attended all training required by WSU Finance and Administration 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 authority.
- You are required to seek guidance on any particularly sensitive or difficult matters as appropriate.
- This delegation will remain in effect until the earlier of (a) your transition from the position specified above, or (b) 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,

[Signature]

Kirk H. Schulz
President

cc: Attorney General's Office
    Finance and Administration