September 20, 2023

Elizabeth McManus
Manager, Transportation Services
Washington State University
Brelsford WSU Visitor Center
150 E Spring St
Pullman, WA 99164-

Dear Ms. McManus:

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 Manager of Transportation Services:

- Template facility use agreements for the Brelsford WSU Visitor Center which have been preapproved by the Office of Finance and Administration and the Office of the Attorney General, and the value of the transaction is $1,000 or less. Any changes to a preapproved template must be submitted to the Office of Finance and Administration and the Office of the Attorney General for review and approval.

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; non-template contracts; interagency agreements; or contracts for personal services, client services, or professional services.

- You may not exercise this contracting authority unless you have attended all training required by the University 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.

- 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,

Kirk H. Schulz
President

cc: Attorney General’s Office
    Finance and Administration
    Procurement & Contract Services