July 6, 2022

Scott Steiger  
Associate Director  
Office of Commercialization  
Washington State University  
P.O. Box 641060  
Pullman, WA 99164-1060

Dear Mr. Steiger:

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 the Associate Director for the Office of Commercialization:

Execution and administration of documents related to perfecting intellectual property rights (such as patents, copyrights, etc.); the negotiation, execution and administration of contracts with third parties in the context of commercialization of the intellectual property arising from Washington State University’s research (for example, non-disclosure agreements, material transfer agreements, testing agreements, intellectual property rights agreements such as inter-institutional agreements for jointly owned inventions, and other similar agreements that relate to intellectual property arising from Washington State University’s research); and execution and administration of federal reporting documents to comply with the reporting requirements of intellectual property arising from Washington State University’s research generated using federal funds.

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 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.

• 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,

[Signature]

Kirk H. Schulz
President

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