April 25, 2024

Sarah Kohler  
Director of Pharmacy Business Services  
College of Pharmacy and Pharmaceutical Sciences  
Health Sciences Building  
Spokane, WA 99210-2131

Dear Ms. Kohler:

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 Director of Pharmacy Business Services for the College of Pharmacy and Pharmaceutical Sciences.

- Template student affiliation/internship agreements for the College of Pharmacy and Pharmaceutical Sciences which have been approved by the Office of Finance and Administration and the Office of the Attorney General. Any changes to these standard agreements are to be presented to the Office of Finance and Administration for review and approval.

- Template multi-program student affiliation/internship agreements for the College of Medicine (undergraduate medical education), College of Pharmacy and Pharmaceutical Sciences, and College of Nursing which have been approved by the Office of Finance and Administration and the Office of the Attorney General, provided that internal policies and procedures for the review and approval by each College have been followed. Template contracts must be created and approved by the Office of Finance and Administration and the Office of the Attorney General. Any changes to these standard agreements are to be presented to the Office of Finance and Administration 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 for procurement of goods and services, or contracts that involve an interest in real property.
- 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,

[Signature]

Kirk H. Schulz
President

cc: Finance and Administration