

November 30, 2016

Joshua J. Neumiller
Vice Chair for Pharmacotherapy &
Director of Experiential Services
College of Pharmacy
Hsb 210d
Spokane, WA 99210-1495

Dear Dr. Neumiller:

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 administer and execute the following contracts on behalf of Washington State University that are related to your duties as the Vice Chair for Pharmacotherapy & Director of Experiential Services in the College of Pharmacy, provided that all University policies and procedures and applicable laws in effect at the time of signature have been followed, and that you have completed all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services:

Template student affiliation/internship agreements for the College of Pharmacy which have been approved by the Office of Finance and Administration and the Office of the Attorney General. Any changes to template agreements must be approved by the Office of Finance and Administration prior to implementation.

This delegation of authority includes the obligation to manage and administer the contracts in accordance with the terms therein and to seek guidance on any particularly sensitive or difficult cases as appropriate, depending on the circumstances. This delegation of authority is effective immediately and will remain in effect as long as you hold the responsibilities associated with the Vice Chair for Pharmacotherapy & Director of Experiential Services in the College of Pharmacy, or until revoked by me. By exercising this authority you acknowledge that you have attended the required training and understand the scope and limitations 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
Purchasing Services

Memorandum of Request Regarding Delegation of Contractual Authority

- This form must be completed and submitted by an executive officer at the Vice President level. (Refer to BPPM 10.10.)
- Complete this form for all requests to grant, modify or remove delegation of contractual authority for subordinate officials.
- Return completed forms to the Office of the Vice President for Finance and Administration, Attn: Contracts Manager.

From: Gary M. Pollack Date: November 1, 2016
 (Name of Requesting Executive Officer at the Vice President Level)

To: Vice President of Finance and Administration

Re: Delegation of Contractual Authority for: Name: Joshua J Neumiller Title: Vice-Chair for Pharmacotherapy and Director of Experiential Services, College of Pharmacy

If this is a request for a complete revocation of an existing delegation, please:

- (1) Attach a copy of the current delegation letter.
- (2) State the effective date of the revocation: _____
- (3) State the reason for revocation: (E.g, change of position, separation from the University, retirement): _____

If this is a request for a modification, expansion or reduction of an existing delegation, please:


- (1) Attach a copy of the current delegation letter.
- (2) Describe the requested change to the delegation: _____
- (3) Explain why you believe this change is needed: _____


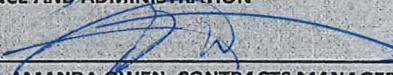
If this is a request for a new delegation, please:

- (1) Describe what authority you request be given to the proposed delegate:
 Type of contract(s): Template student affiliation/internship agreements for the College of Pharmacy which have been approved by the Office of Finance and Administration and the Office of the Attorney General.
 Dollar limit: These are non-financial agreements
- (2) Explain why you believe this delegation is needed: The signature authority for the College of Pharmacy for these agreements is currently held by Brian Gates, Associate Dean for Professional Education. The oversight of the experiential program has now changed to the Department of Pharmacotherapy within the College of Pharmacy. Dr. Neumiller directs the experiential program, and it now makes the most sense from a process standpoint to have Dr. Neumiller have the signature authority for these agreements.

SIGNATURE OF REQUESTING EXECUTIVE OFFICER AT THE VICE PRESIDENT LEVEL:

I request that the Vice President for Finance and Administration recommend the above delegation to the University President.

Signature:  Date: November 1, 2016

RECOMMENDED FOR ISSUANCE: (Signature): <u></u>	(Date): <u>11-15-16</u>
VICE PRESIDENT FOR FINANCE AND ADMINISTRATION	
CONTRACTS OFFICE TRAINING CERTIFICATION:	
DATE TRAINING COMPLETED: <u>10/25/16</u>	(Signature): <u></u>
AMANDA OWEN, CONTRACTS MANAGER	
PURCHASING SERVICES PROCUREMENT TRAINING CERTIFICATION: (IF APPLICABLE)	
DATE TRAINING COMPLETED: _____	(Signature): _____
	(Name / Title): _____