

June 18, 2021

Linda McDermott  
Assistant Vice President  
Division of Student Affairs  
Lighty 360  
Pullman, WA 99164-1066

Dear Ms. McDermott:

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 Assistant Vice President in Division of Student Affairs:

The execution of contracts for the Division of Student Affairs, to include all auxiliary services, operations, and facilities agreements where the total costs to the University is less than \$100,000 per instrument.

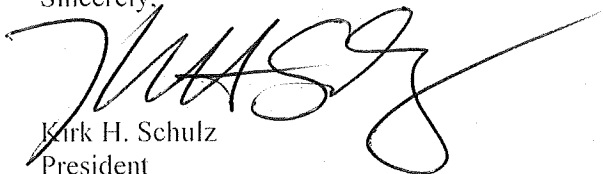
The following conditions and limitations apply to the authority delegated pursuant to this letter:

- You are not authorized to execute contracts not specified herein.
- 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 must seek assistance from Real Estate and Business Operations and/or Purchasing Services on agreements that involve the receipt, transmission, back-up, or storage of legally protected data, or that involve the security of data.
- You must seek assistance from Real Estate and Business Operations and/or Purchasing Services on agreements that involve the obligation, on the part of either party, to hold harmless or indemnify the other party, to be liable for any claim or damages, or to waive any legal claim.
- You must seek assistance from Real Estate and Business Operations and/or Purchasing Services on agreements that involve the obligation, on the part of either party, to manage, secure or exchange protected health information or records regulated by either the Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA), or to comply with any laws, rules, or regulations pursuant to the HIPAA.

- You are required to seek guidance on any particularly sensitive or difficult matters as appropriate.
- Any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 but subject to change) must be competitively awarded or sole source justified 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,

A handwritten signature in black ink, appearing to read "K. Schulz", with a long horizontal flourish extending to the right.

Kirk H. Schulz  
President

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