

February 17, 2022

Allyson Kincaid
Director, Administrative Services
Academic Outreach and Innovation
Washington State University
Van Doren 4
Pullman, WA 99164-5210

Dear Ms. Kincaid:

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 Director of Administrative Services for Academic Outreach and Innovation:

- Contracts to hire speakers, presenters, teachers, and lecturers, where the value of the contract does not exceed \$100,000 per instrument.
- Contracts for facilities to provide conferences and programs, where the value of the contract does not exceed \$100,000 per instrument.
- Contracts for travel, meals, and conference-related services to be used by participants and individuals who deliver programs, where the value of the contract does not exceed \$100,000 per instrument.
- Revenue agreements between Academic Outreach and Innovation and its clients for the provision of professional education services, where the value of the contract does not exceed \$200,000 per instrument.
- Sponsorship agreements with sponsors of client events, where the sponsorship does not exceed \$100,000. For the avoidance of doubt, this authority does not extend to sponsored programs, grants, or similar agreements which should be processed through the Office of Research.
- Except as specified above, contracts for purchased goods and services, where the value of the contract does not exceed \$10,000 per instrument.

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,



Kirk H. Schulz
President

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