

March 15, 2022

Joanne Greene  
Director of Programs  
University Recreation  
Washington State University  
Student Recreation Center 250  
Pullman, WA 99164-1830

Dear Ms. Greene:

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 Programs for University Recreation:

- Template agreements solely for University Recreation in a form approved by the Office of Finance and Administration and the Attorney General's Office for facility rentals or facility usage, Challenge and Leadership programming, and recreational programming, where the total costs or revenue to the University are less than \$10,000. Any changes to template agreements must be approved by the Office of Finance and Administration prior to implementation.
- Contracts for lodging, catering, and use of off-campus facilities solely for University Recreation where the total costs to the University are less than \$20,000.
- Contracts for certification courses solely for University Recreation where the total costs to the University are less than \$20,000.
- Contracts for the purchase of supplies or services solely for University Recreation where the total costs to the University are less than \$20,000.

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