

August 15, 2022

Matthew Rivera  
Procurement & Supply Specialist 3  
Procurement & Contract Services  
Washington State University  
240 French Administration Building  
Pullman, WA 99164-1020

Dear Mr. Rivera:

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 a Procurement and Supply Specialist 3 for Procurement & Contract Services:


- Contracts for the procurement of goods, supplies, materials, and equipment, where the total costs to the University are estimated to be less than \$250,000.
- Contracts for the purchase of services and personal services where the total costs to the University are estimated to be less than \$250,000.

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 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) 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 "Kirk H. Schulz". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Kirk H. Schulz  
President

cc: Attorney General's Office  
Finance and Administration  
Procurement & Contract Services