

October 13, 2022

Chelsea Skjerva
Fiscal Specialist 2
Washington State University Tri-Cities
2710 Crimson Way
Richland, WA 99354-1671

Dear Ms. Skjerva:

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 Fiscal Specialist 2 for Washington State University Tri-Cities:

- Contracts for the procurement of goods, supplies, materials, and equipment where the total cost to the University is less than \$100,000 per contract.
- Contracts for the purchase of services where the total cost to the University is less than \$100,000 per contract.
- Contracts for lodging and use of off-campus facilities where the total cost to the University is less than \$100,000 per contract.
- Template contracts for performers or speakers, which templates have been approved by the Office of Finance and Administration and the Office of the Attorney General, where the total cost to the University is less than \$25,000 per contract. Any changes to template agreements must be approved by the Office of Finance and Administration prior to implementation.
- Template contracts for the use of on-campus WSU Tri-Cities facilities where the total revenue to the University is less than \$35,000 per contract.

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; revenue agreements; interagency agreements; or contracts for personal services, client services, or professional services.
- You may not exercise this contracting authority unless you have attended all training required by Procurement and Contract 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.
- You must seek assistance from the Procurement and Contract Services on contracts which involve the receipt, transmission, back-up or storage of legally protected data, or that involve the security of data.
- 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) your transition from the position specified above, or (b) 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
Procurement & Contract Services