



January 31, 2023

Louise Sweeney
Senior Project Manager
Facilities Services, Capital
Washington State University
Pullman, WA 99164-1150

Dear Ms. Sweeney:

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 a Senior Project Manager for Facilities Services:

- The execution and administration of contracts relating to the general business and financial affairs of University facilities, infrastructure and utilities, including but not limited to maintenance and repair, construction contracts, and all other written instruments relating to the procurement and disposal of personal property including but not limited to goods, supplies, materials, and insurance where the total costs to the University are estimated to be less than \$300,000.
- The execution of contracts for professional services, architectural, engineering, and capital construction audits for the University where the total costs to the University are estimated to be less than \$300,000.

The following conditions and limitations apply to this delegation:

- You are not authorized to execute contracts not specified above.
- 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.



- Any agreement for good 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 "Kirk H. Schulz".

Kirk H. Schulz
President

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