

March 22, 2023

Michelle Martinez
Area Financial Officer
Director of Administrative Services
College of Veterinary Medicine
Bustad Hall 124
Pullman, WA 99164-7010

Dear Ms. Martinez:

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 the Area Financial Officer and Director of Administrative Services for the College of Veterinary Medicine (CVM):

- Template non-monetary agreements for CVM for internships, affiliations, and student initiated professional experiences, both for sending and accepting students, which templates were developed and approved by the Office of Finance and Administration and the Attorney General's Office. Any changes to WSU templates are to be presented to the Office of Finance and Administration for review and approval.
- Template fee-for-service revenue agreements for the Washington Animal Disease Diagnostic Laboratory (WADDL), which templates were developed and approved by the Office of Finance and Administration and the Attorney General's Office, where the revenue to the University does not exceed \$25,000 per agreement. Any changes to WSU templates are to be presented to the Office of Finance and Administration for review and approval.

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 for procurement of goods and services, or 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) 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,

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