



March 31, 2023

Lisa Bruce  
Extension Finance Manager  
College of Agricultural, Human, and Natural Resource Sciences  
Johnson 201  
Pullman, WA 99164-1075

Dear Ms. Bruce:

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 Extension Finance Manager for the College of Agricultural, Human, and Natural Resource Sciences:

- Agreements which are on the approved form, subordinate to, and do not change the terms of a Master Agreement approved by the Office of Finance and Administration, where the total cost or revenue to the University does not exceed \$10,000. Any changes to the Master Agreement must be approved by the Office of Finance and Administration prior to execution.
- Templates approved by the Office of Finance and Administration and the Attorney General's Office, where the total cost or revenue to the University does not exceed \$10,000, specifically limited to the following agreements created for CAHNRS and/or Extension. Any changes to the template agreements must be approved by the Office of Finance and Administration prior to execution:
  - a. Facility Use – Short Term
  - b. Facility Use – Long Term
  - c. Ensminger Pavilion – Internal User
  - d. Ensminger Pavilion – External User

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; non-template contracts; 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 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