



May 1, 2023

Ms. Leslie Brunelli
Executive Vice President and Chief Financial Officer
Finance and Administration
Washington State University
442 French Administration Building
P.O. Box 641045
Pullman, WA 99164-1045

Dear Ms. Brunelli:

Pursuant to RCW 28B.10, RCW 28B.30, and all other authority conferred on me by and through 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 the Executive Vice President and Chief Financial Officer:

All contracts of the following type that either are known or estimated to be **less than \$5,000,000 in cost or revenue** to the University:

- Procurement contracts and all other written instruments relating to procurement, including but not limited to purchase orders and contracts for goods, equipment, personal services, client services, and purchased services.
- Real property contracts and all other written instruments relating to the acquisition of or granting of interests in real property, including but not limited to purchase and sale agreements, leases, rental agreements, facility management agreements, easements, permits, and licenses.
- Construction contracts and all other written instruments relating to the predesign, design, and construction of university buildings and facilities, maintenance thereof, or improvements thereto.
- Interagency agreements, cooperative agreements, and similar agreements, with federal, state, and local governments, other public entities, and educational institutions.
- The execution and administration of any other contracts and written instruments relating to the general business, administrative, academic, operational, and financial affairs of the University, not otherwise specified in any section of this letter.

Provided, however, that you provide the appropriate committee of the Board of Regents with a written update at the next regular meeting of the Board, describing all transactions executed under this delegation of authority that fall between \$2,500,000



and \$5,000,000 (for general business and financial affairs) and between \$1,000,000 and \$5,000,000 (for real estate transactions and capital construction projects).

All contracts of the following type in **any value or amount**:

- Grant-related and gift-related contracts and all other written instruments relating to grants and gifts, including but not limited to contracts providing for the receipt of grant funds, gift funds, sponsored research funds, and awards, each in any amount, and contracts for purchases made pursuant to an external grant, as specified in such grant.
- Utility and energy contracts and all other written instruments relating to utilities and energy, including but not limited to contracts for acquisition of heating fuels, and other heating, electrical, telephone, water and sewage utility services, and funding authorizations, contracts, and state treasury loan agreements as necessary to implement cost-effective energy service performance measures for all University facilities.
- Investments or re-investment contracts and all other written instruments relating to investment or re-investment, including but not limited to contracts for investment or re-investment of current, endowment, or trust funds, and the acquisition, sale, or transfer of stocks, bonds, or certificates of investment in accordance with general policies established by the Board of Regents, or the joint University/WSU Foundation Investment Committee, from time to time.
- Contracts of any type that are pre-authorized or pre-allocated by the Regents.
- The execution of contracts relating to Graduate Student Assistant and Graduate Research Fellows or Trainees medical or dental insurance policies where the premiums for such policies are paid by the University.

Settlement agreements regarding any and all legal claims, in the amount of **\$5,000,000 or less**, provided that all of the following conditions are met:

- The availability of funds has been determined;
- The agreement has been approved as to form and my informal approval obtained by the Office of the Attorney General; and
- Your office has reviewed the agreement for distribution timing and other payout considerations.

The following conditions and limitations apply to this delegation:

- You are not authorized to execute contracts beyond the type or above the amounts specified above.



- Prior to exercising this contracting authority, you must attend all contracting 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 goods 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) 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: Office of the Attorney General
Finance and Administration
Procurement & Contract Services