

May 2, 2023

Paula Farley
Business Services Manager
College of Agricultural, Human, and Natural Resource Sciences/Extension
Hulbert 305A
Pullman, WA 99164-6241

Dear Ms. Farley:

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 Business Services Manager for the College of Agricultural, Human, and Natural Resource Sciences/Extension:

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:

- Facility Use – Short Term
- Facility Use – Long Term
- Ensminger Pavilion – Internal User
- 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 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