

May 2, 2023

Christina Gregory
Assistant Finance Director
College of Agricultural, Human, and Natural Resource Sciences/Extension
Hulbert Hall
Pullman, WA 99164-6241

Dear Ms. Gregory:

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 Assistant Finance Director for the College of Agricultural, Human, and Natural Resource Sciences/Extension:

- Template facility use agreements for the College of Agricultural, Human, and Natural Resource Sciences/Extension, where the total revenue or costs to the University are estimated to be not more than \$10,000.00, and which have been approved by the Office of Finance and Administration and the Office of the Attorney General. Any changes to these standard agreements are to be presented to the Office of Finance and Administration for review and approval.
- Template agreements relating to service centers and other programs within the College of Agricultural, Human, and Natural Resource Sciences/Extension which have accounts with program income, where the total revenue or costs to the University are estimated to be not more than \$10,000.00, and which have been approved by the Office of Finance and Administration and the Office of the Attorney General. Any changes to these standard agreements are to be presented to the Office of Finance and Administration or the Office of Grant and Research Development, as appropriate, for review and approval.
- Template student affiliation/internship agreements for the College of Agricultural, Human, and Natural Resource Sciences/Extension which have been approved by the Office of Finance and Administration and the Office of the Attorney General. Any changes to these standard agreements 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