

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

TO: Erin Wilson, Director of Business Services -- Athletics

Warren Madden as Senior Vice President for Business and Finance has delegated to me as Director of Athletics authority to sign certain contracts for ISU and to further delegate that authority.

Subject to the authority retained by the Board of Regents and the limitations on the Senior Vice President for Business and Finance's authority as set forth in ISU's Contracting Authority Policy (Non-Employment Related), I authorize you to sign the following on behalf of ISU:

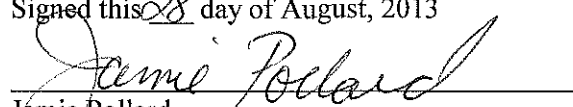
1. Agreements for meals and lodging, in conjunction with away games, and agreements for ground transportation at the site of away games, so long as Athletics maintains appropriate documentation supporting its selection of the service provider
2. Supplemental travel agreements under the current Anthony Travel Inc contract, which:
(a) are subject to the master agreement that has been reviewed and approved by the Purchasing Department; (b) state that the terms of the master agreement shall control if the supplement agreements contain terms inconsistent with the master agreement; and (c) provide transportation or meals for Athletics' teams, coaches, employees and recruits
3. Supplemental agreements setting forth specific terms where such supplemental agreements: (a) are subject to a master agreement that has been reviewed and approved by the Purchasing Department; (b) state that the terms of the master agreement shall control if the supplement agreements contain terms inconsistent with the master agreement; and (c) relate to transportation and meals.

Your authority is limited as follows:

1. Other than agreements for away game lodging or meals, you may not sign any agreement for intermittent or short-term use of others' facilities
2. Except for emergency situations, you may not authorize or sign any agreement for charter air travel to or from the site of away games or any agreement for ground transportation originating in the Ames/Des Moines area whether or not associated with an away game
3. You may not sign any contract where I have determined that unusual circumstances exist requiring the attention of the Board of Regents.

This delegation shall be effective so long as you remain in your position as Director of Business Services for the Athletics Department, unless revoked sooner by the President of Iowa State University, by me, or by my successor.

Signed this 28 day of August, 2013



Jamie Pollard
Director of Athletics

Send copies of completed delegations to:
Office of University Counsel
Assistant Vice President for Business Services