

**MEMORANDUM OF DELEGATION**

**CONTRACT AUTHORITY**

TO: Todd Kannady, Assistant Manager, Dining Services

Warren Madden as Senior Vice President for Business and Finance has delegated to me as Director of Dining Services authority to sign certain contracts 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:

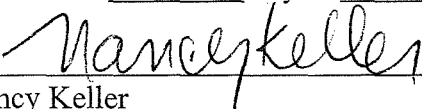
1. Agreements for intermittent or short-term use of facilities managed by Dining Services
2. Agreements for Dining Services to provide catering services

Your authority is limited as follows:

1. You may not sign any agreement for short-term use of ISU facilities that has a term longer than fourteen consecutive days.
2. You may not sign any agreement for intermittent use of ISU facilities that has a term longer than one year.
3. You may not sign any agreement when the Senior Vice President for Business and Finance has determined that unusual circumstances exist requiring the attention of the Board of Regents.
4. You may not sign an agreement when I have indicated I am not supportive of signing that agreement.
5. You do not have authority to re-delegate this authority.

This delegation supersedes the delegation issued to you on July 15, 2013 and shall be effective so long as you remain in your position as Assistant Manager, unless revoked sooner by the President of Iowa State University, the Senior Vice President for Business and Finance, by me, or my successor.

Signed this 23 day of JULY, 2013



Nancy Keller  
Director of Dining Services

Send copies of completed delegations to:

Office of University Counsel  
Assistant Vice President for Business Services