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JUL 07 2014

**MEMORANDUM OF DELEGATION  
CONTRACT AUTHORITY**

**OFFICE OF  
UNIVERSITY COUNSEL**

TO: Sara Merritt, Education Specialist

Warren Madden, as Senior Vice President for Business and Finance, has delegated to me as Director of the Reiman Gardens 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 and grounds managed by the Reiman Gardens
2. Agreements for exhibits to be shown at the Reiman Gardens
3. Agreements for instructors, speakers, lecturers, musicians, and others to speak or perform at events held by the Reiman Gardens
4. Agreements with vendors to provide food and other supplies needed for events held by the Reiman Gardens and for merchandise sold at the Reiman Gardens
5. Agreements for advertising or marketing the Reiman Gardens
6. Agreements for creating and distributing Reiman Gardens publications
7. Agreements with the Iowa State University Foundation and donors for donations relating to the Reiman Gardens
8. Agreements with third parties to sponsor events and other items at the Reiman Gardens so long as you have consulted with the Purchasing Department to ensure such sponsorship will not violate the terms of any exclusive arrangement with another party
9. Agreements for the Reiman Gardens to participate in events held by others
10. Agreements to abide by certain horticultural requirements and restrictions with respect to plants and other items provided by third parties

Your authority is limited as follows:

1. You may not sign any contract with an external party for use of ISU facilities or grounds that has a term longer than fourteen consecutive days.
2. You may not sign any agreement with an employee of Iowa State University or the State of Iowa that has a value of \$2,000 or more without the approval of the Purchasing Department.

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3. You may not sign any contract where 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 commit ISU to a fund expenditure of \$25,000 or more for any one transaction.
  5. You may not sign an agreement when I have indicated I am not supportive of signing that agreement.
  6. You do not have authority to re-delegate this authority.

This delegation shall be effective so long as you remain in your position as Education Specialist, unless revoked sooner by the President of Iowa State University, the Senior Vice President for Business and Finance, by me, or by my successor.

Signed this 3<sup>rd</sup> day of July, 2014.



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Teresa McLaughlin  
Director of Reiman Gardens

Send copies of completed delegations to:

Office of University Counsel

Assistant Vice President for Business Services