

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

TO: James Brockpahler
Coordinator of Entertainment Programs

Warren Madden as Senior Vice President for Business and Finance has delegated to me as Director of the Memorial Union 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 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 use of facilities and parking areas managed by the Memorial Union
2. Agreements for exhibits to be shown at the Memorial Union
3. Agreements for instructors, speakers, lecturers, musicians, and others to speak or perform at events held by the Memorial Union
4. Agreements for advertising or marketing the Memorial Union
5. Agreements with third parties to sponsor events and other items at the Memorial Union 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
6. Agreements for the Memorial Union to participate in events held by others

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, except agreements for extended stays or long-term stays in the hotel rooms managed by the Memorial Union. You may not sign any agreement for extended stays or long-term stays that has a term longer than six months.
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 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.
4. 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.
5. You may not commit ISU to a fund expenditure of \$5,000 or more for any one transaction.
6. You do not have authority to re-delegate this authority.

This delegation supersedes the delegation issued to you on July 20, 2011 and shall be effective so long as you remain in your position as Coordinator of Entertainment Programs, 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 16th day of October, 2014



Richard S. Reynolds
Director, Iowa State Memorial Union

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