



## MEMORANDUM OF DELEGATION

### CONTRACT AUTHORITY

TO: Chris Jorgensen, Senior Associate Athletics Director

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. Contracts for athletic competitions;
2. Agreements for lodging, ground transportation, and meals in connection with away games or in emergency situations so long as Athletics maintains appropriate documentation supporting its selection of the service provider;
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;
4. Agreements for intermittent or short-term use of facilities managed by the Department of Athletics using agreement templates approved by University Counsel and the Assistant Vice President for Business Services; and
5. Agreements for intermittent or short-term use of others' facilities for public relations events held by Athletics.

Your authority is limited as follows:

1. You may not sign any athletic competition contracts that are broker or promoter agreements unless such contracts have been reviewed by the Office of University Counsel.
2. You may not sign any agreement for air travel or ground transportation to the site of away games. The foregoing does not apply to ground transportation at the location of the away game.
3. You may not sign any contract for short-term use of ISU facilities that has a term longer than one month.
4. You may not sign any agreement for intermittent or short-term use of others' facilities unless such contracts have been reviewed by the Purchasing Department or the Office of University Counsel and do not commit ISU to an expenditure of \$25,000 or more. The foregoing does not apply to away game lodging and emergency lodging.
5. You may not sign any agreement for use of ISU's facilities which exceeds \$100,000 in value.
6. You may not sign any contract where I have determined that unusual circumstances exist requiring the attention of the Board of Regents.
7. You may not re-delegate this authority.

This delegation supersedes the delegation I issued to you on August 15, 2011 and shall be effective so long as you remain in your position as Senior Associate Athletics Director for the Athletics Department, unless revoked sooner by the President of Iowa State University, by me, or by my successor.

Signed this 2 day of March, 2016

  
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Jamie Pollard  
Director of Athletics

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