

**MEMORANDUM OF DELEGATION  
CONTRACT AUTHORITY**

TO: Carolyn Jennett, Program Manager I, Office of Risk Management

Norm Hill, Interim Assistant Vice President for Business Services, delegated to me as Director of Risk Management the authority to sign certain contracts and documents that bind the university. He has also authorized me to further delegate that authority.

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

1. Letters of self-insurance applicable to Iowa State University departments, employees, programs, events and student organizations when coverage is provided under the State of Iowa Tort Claims Act.
2. Settlement letters submitted by insurance companies for settlements of \$5,000 or less, after reviewing the language of the settlement letter with the Office of University Counsel.
3. Insurance Proof of Loss submittals.
4. Youth Activities, Pre-Collegiate Programs and Camps agreements.
5. Alcohol License applications and renewals.
6. Alcohol approvals for caterers on ISU property or in ISU facilities.
7. Commercial insurance applications and renewals.
8. Firearms and fireworks applications.
9. You may use a P-card for procurement provided you have been separately authorized for its use, are using it consistent with the agreement you signed and any restrictions placed upon the use of the P-card, and are using it in support of the Office of Risk Management.
10. You may use the cyBUY system to acquire items for the Office of Risk Management provided you have been separately authorized for its use, are using it consistent with any usage agreement you signed, the training you were provided, and any restrictions placed upon its use.

Your authority is limited as follows:

1. You may not sign any contract or binding documents when the Senior Vice President for University Services, Interim Assistant Vice President for Business Services or I have determined that unusual circumstances exist requiring the attention of the Board of Regents.
2. You may not sign any contract or authorize issuance or binding documents when the Senior Vice President for University Services, Interim Assistant Vice President for Business Services or I have indicated that either of us are not supportive of proceeding with signing the document.
3. You may not sign any agreements for the purchase, sale or lease of real property or real estate.
4. Unless specifically authorized by the Senior Vice President for University Services, Interim Assistant Vice President for Business Services or me, you are not authorized to

sign a contract or documents that are inconsistent with university policy or purchasing policy.

5. You are not authorized to sign a contract or issue documents, which are inconsistent with state law, federal law, or the Iowa Administrative Code.
6. You may not sign a third-party agreement to acquire goods or services.
7. You are not authorized to sign supplier-generated agreements associated with a purchase order.
8. You do not have authority to re-delegate this authority.

This delegation shall be effective so long as you remain in your position as Manager of Insurance and Claims for the Office of Risk Management, unless revoked sooner by the President of Iowa State University, the Senior Vice President for University Services, the Interim Assistant Vice President for Business Services, by me, or by my successor.



Susanne Johnson  
Director of Risk Management

Date: 2/26/19