

**MEMORANDUM OF DELEGATION**

**CONTRACT AUTHORITY**

TO: Kurt Beyer  
Senior Risk and Systems Analyst, Office of Risk Management

Michael Newton, Associate Vice President for Public Safety, delegated to me as Director, Office of Risk Management, the authority to sign certain contracts on behalf of Iowa State University. He also authorized me to further delegate that authority to others.

I authorize you to sign the following on behalf of Iowa State University:

1. Alcohol license applications and renewals
2. Alcohol approvals for caterers on Iowa State University property or in Iowa State University facilities

You may not re-delegate this authority to others.

This delegation shall remain in effect so long as you remain in your position as Senior Risk and Systems Analyst in the Office of Risk Management, unless revoked sooner by the President of Iowa State University, by the Senior Vice President for Operations and Finance, by the Associate Vice President for Public Safety, by me, or by my successor.

Signed this 8 day of July, 2020

  
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Susanne K. Johnson  
Director, Office of Risk Management

Send copies of completed delegations to:  
Office of University Counsel