

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

To: Heather Paris
Associate Vice President for Central Finance & Finance Delivery

Pursuant to Iowa State University's Contracting Authority Policy, the President of Iowa State University has delegated to me as Senior Vice President for Operations and Finance authority to sign contracts on behalf of Iowa State University except for matters for which the Board of Regents has retained authority. The Contracting Authority Policy also permits me to delegate my authority to others.

I authorize you to sign contracts and/or issue purchase orders for the following on behalf of Iowa State University subject to the limitations below:

1. Contracts that I, as the Senior Vice President for Operations and Finance, have authority to sign when I am absent or otherwise unavailable.
2. Procurement of goods and services.
3. Procurement of equipment that does not require approval by the Board of Regents or its Chief Operating Officer.
4. Procurement of services for the construction, repair, renovation, or improvement of Iowa State University buildings or grounds if requested or directed by Facilities Planning & Management.
5. Leases, facility use agreements, plot use agreements, and other contracts for Iowa State University's use of others' premises that do not require approval by the Board of Regents.
6. Leases, facility use agreements, plot use agreements, and other contracts for use of Iowa State University's premises by a contractor providing services to Iowa State University that do not require approval by the Board of Regents.
7. Contracts associated with the procurement of the above, including but not limited to non-disclosure agreements and licenses to use others' intellectual property.
8. Contracts allowing others to use Iowa State University's intellectual property in connection with Iowa State University's procurement of goods or services, provided that the Office of Intellectual Property and Tech Transfer and/or the Trademark Licensing Office has reviewed and approved the contract.

You are also authorized to sign contracts and issue purchase orders within the authority outlined above for the Special Schools, conditional upon obtaining funding authorization from the Special Schools, for as long as the Board of Regents directs Iowa State University to handle their transactions.

You may not re-delegate your authority listed in item 1 above. You may re-delegate your authority in items 2-8 above to others in the departments and offices that report to you. Your authority in items 2-8 are limited as follows:

1. You may not sign a contract or issue a purchase order for the operation of or participation in benefits programs.
2. You may not sign a contract or issue a purchase order to open accounts with financial institutions. You may sign renewals of existing contracts with financial institutions with the approval of Senior Vice President for Operations and Finance or the Associate Vice President for Institutional Financial Strategy.
3. You must report any leases you sign to the Office of the Senior Vice President for Operations and Finance so that it can fulfill its reporting requirements.
4. Unless authorized by the President of Iowa State University or me, you may not sign a contract or issue a purchase order that is inconsistent with applicable laws, administrative rules, Board of Regents policies, Iowa State University policies, or the Departmental Procurement Procedures for the Department of Procurement Services.

This delegation shall be effective retroactively as of the date of your appointment as Associate Vice President for Central Finance & Finance Delivery and shall remain in effect as long as you remain in your position of Associate Vice President for Central Finance & Finance Delivery unless revoked sooner by the President of Iowa State University, by me, or my successor.

Signed this 2 day of December, 2021

Pamela Elliott Cain

Pamela Elliott Cain

Senior Vice President for Operations and Finance