

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

Position: Chief Procurement Officer (Director of Procurement Services)

The Senior Vice President for Operations and Finance has delegated to the Associate Vice President for Central Finance & Finance Delivery the authority to sign certain contracts on behalf of Iowa State University. The Associate Vice President for Central Finance & Finance Delivery is authorized to further delegate that authority to others.

The Associate Vice President for Central Finance & Finance Delivery delegates to the Chief Procurement Officer (CPO) or anyone acting on the CPO's behalf the authority to sign contracts and/or issue purchase orders for the following on behalf of Iowa State University subject to the limitations below:

1. Procurement of goods and services.
2. Procurement of equipment that does not require approval by the Board of Regents or its Chief Operating Officer.
3. 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.
4. 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.
5. 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.
6. Contracts associated with the procurement of the above, including but not limited to non-disclosure agreements and licenses to use others' intellectual property.
7. 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.

The CPO is 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.

The CPO may re-delegate this authority to others in the Procurement Services department or to others on campus through Procurement Cards, Travel and Hospitality Cards or other approved procurement mechanisms.

The CPO's authority is limited as follows:

1. The CPO may not sign a contract or issue a purchase order for the operation of or participation in benefits programs.
2. The CPO may not sign a contract or issue a purchase order to open accounts with financial institutions. The CPO 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. The CPO must report any leases the CPO signs 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, the Senior Vice President for Operations and Finance, or the Associate Vice President for Central Finance & Finance Delivery, the CPO 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 supersede any previous delegations provided prior to the published date of this Memorandum of Delegation and shall remain in effect until changed or revoked by the President of Iowa State University, by the Senior Vice President for Operations and Finance, or the Associate Vice President for Central Finance & Finance Delivery.

Signed this 21st day of February, 2022



Heather Paris

Associate Vice President for Central Finance &
Finance Delivery