

MEMORANDUM OF DELEGATION CONTRACT AUTHORITY

Position: Procurement Agent (all levels)

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 Procurement Agents the authority to sign contracts and/or issue purchase orders for the following on behalf of Iowa State University, subject to the limitations below and the Authority Thresholds detailed at the end of this Memorandum of Delegation:

1. Procurement of goods and services within the Procurement Agent's commodity assignment
2. Procurement of equipment within the Procurement Agent's commodity assignment that does not require approval by the Board of Regents or its Chief Operating Officer.
3. If within the Procurement Agent's commodity assignment, 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.
4. If within the Procurement Agent's commodity assignment, 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.
5. Contracts associated with the procurement of the above, including but not limited to non-disclosure agreements and licenses to use others' intellectual property.
6. 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 Procurement Agent is also authorized to sign the above items outside of the Procurement Agent's regular commodity assignment when serving in the back-up capacity for another Procurement Agent or if requested to do so by the Chief Procurement Officer.

The Procurement Agent is further 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 Procurement Agent's authority is limited as follows:

1. The Procurement Agent may not sign a contract or issue a purchase order for the operation of or participation in benefits programs.
2. The Procurement Agent may not sign a contract or issue a purchase order to open accounts with financial institutions or sign renewals of existing contracts with financial institutions.
3. The Procurement Agent must report any leases the Procurement Agent 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, the Associate Vice President for Central Finance & Finance Delivery, or the Chief Procurement Officer, the Procurement Agent 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.

Authority Thresholds

Supplier-Generated Agreements

After negotiating modifications to unacceptable terms of supplier-generated agreements, Procurement Agents are authorized to sign supplier-generated agreements up to the following thresholds for the Procurement Agent's position:

Procurement Assistant	\$25,000
Procurement Agent	\$50,000
Senior Procurement Agent	\$100,000
Contract Manager	\$200,000
Senior Contract Manager	\$250,000
Commodity Team Leader	\$500,000

University Generated Agreements

Procurement Agents are authorized to sign any University-generated agreement up to \$500,000.

Supplier generated or University generated agreements that exceed the thresholds listed above must be signed by the Chief Procurement Officer or the Associate Director for 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 sooner by the President of Iowa State University, by the Senior Vice President for Operations and Finance, the Associate Vice President for Central Finance & Finance Delivery, or the Chief Procurement Officer.

Signed this 21st day of February, 2022



Heather Paris

Associate Vice President for Central Finance &
Finance Delivery