

**MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY**

TO: Rita Phillips
Director of University Book Store

Pamela Elliott Cain, Senior Vice President for Operations and Finance, delegated to me as Assistant Vice President for Specialty Business Services & Cultural Arts the authority to sign certain contracts on behalf of Iowa State University. She has also authorized me to further delegate that authority to others.

I authorize you to sign the following contracts on behalf of ISU with individuals and entities external to ISU:

1. Agreements to purchase merchandise that the University Book Store (UBS) will resell to others
2. Agreements of one year or less with an ISU affiliate allowing UBS to use space in the affiliate's facilities to sell merchandise
3. Agreements of 14 days or less with an external party allowing UBS to use space in the external party's facilities to sell merchandise
4. Agreements of 90 days or less with an external party allowing the external party to use space in UBS to display or sell the external party's merchandise using a template or agreement approved by the Office of University Counsel
5. Agreements with Nebraska Book Company for UBS use of Buyer's Advantage Dollars earned through Nebraska Book Company's operation of the UBS textbook buyback program.

I further authorize you to re-delegate your authority to others in your unit.

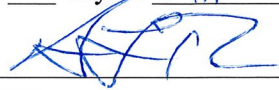
Your authority is limited as follows:

1. You may not sign an agreement with an ISU employee or any employee of the State of Iowa ("conflict of interest (COI) suppliers") that has a value of \$2,000 or more. All contracts with COI suppliers must route through Procurement Services on a requisition prior to the beginning of services regardless of value.
2. You may not sign any contract that you have been instructed not to sign.



This delegation supersedes the delegations issued to you on July 28, 2011 and November 29, 2012 and shall remain in effect so long as you remain in your position as Director of University Book Store, unless revoked sooner by the President of Iowa State University, the Senior Vice President for Operations and Finance, by me, or by my successor.

Signed this 11 day of MARCH, 2022



Duane Reeves
Assistant Vice President for Specialty Business Services &
Cultural Arts

Send copy of completed delegation to the Office of University Counsel