

**MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY**

TO: Lynette Pohlman
Director and Chief Curator of University Museums

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 for short-term or intermittent use of facilities managed by University Museums using a template approved by the Office of University Counsel or a user-provided agreement approved by the Office of University Counsel
2. Agreements for exhibits owned by others to be shown at University Museums
3. Agreements for exhibits, art, and objects owned by ISU and managed by University Museums to be loaned to others
4. Agreements to acquire and sell art and objects
5. Agreements for speakers, musicians, and others to speak or perform at events held by University Museums using a template approved by the Office of University Counsel or a performer-provided agreement approved by Procurement Services
6. Agreements with vendors to provide food for events held by University Museums
7. Agreements to purchase merchandise that University Museums will resell to others
8. Agreements for advertising or marketing University Museums
9. Agreements for creating and distributing University Museums publications
10. Agreements with the Iowa State University Foundation and donors for donations relating to University Museums
11. Agreements for the sponsorship of events and other items at the University Museums so long as you have consulted with the Procurement Services Department to ensure such sponsorship will not violate the terms of any exclusive arrangement with another party
12. Agreements for University Museums to participate in events held by others

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

Your authority is limited as follows:

1. You may not commit ISU to an expenditure of \$25,000 or more for any one transaction, except that you may commit ISU to an expenditure of \$25,000 to



\$250,000 for the acquisition of art and objects if you have received prior written approval from me.

2. With respect to item 1 above, you may not sign any agreement for short-term use of ISU facilities that has a term longer than fourteen consecutive days or any agreement for intermittent use of ISU facilities that has a term longer than one year.
3. With respect to item 2 above, you may not sign any contract for acquiring art and objects where the acquisition is for purposes of complying with the Art on Campus Program.
4. If any agreement is related to an event that will be held on campus, you must ensure an event authorization request is submitted to the University Event Authorization System when required by university guidelines.
5. 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.
6. You may not sign any contract that you have been instructed not to sign.

This delegation supersedes the delegation issued to you on June 26, 2008 and shall remain in effect so long as you remain in your position as Director and Chief Curator of the University Museums, 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