

**MEMORANDUM OF DELEGATION  
CONTRACT AUTHORITY**

TO: David Garsow  
Coordinator of Residence Life, Department of Residence

Pursuant to Iowa State University's Contracting Authority Policy, the Senior Vice President for Operations and Finance has delegated to me authority to sign certain contracts on behalf of ISU. 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 and intermittent use of facilities and other areas managed by the Department of Residence 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 Summer Conference Housing and Dining Services using a template approved by the Office of University Counsel
3. Agreements for Long-Term Academic Summer Program Housing and Dining using a template approved by the Office of University Counsel
4. Agreements with others on behalf of housing-related student organizations for goods or services in connection housing-related events so long as such agreements do not exceed \$10,000

Your authority above is limited as follows:

1. You may not sign any agreement that has a term longer than one year.
2. 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.
3. 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.
4. You may not sign any contract that you have been instructed not to sign.

This delegation supersedes your delegation dated May 6, 2021 and shall remain in effect so long as you remain in your position as Coordinator of Residence Life, unless revoked sooner by the President of Iowa State University, by the Senior Vice President for Operations and Finance, by me, or by my successor.

Signed this 24<sup>th</sup> day of March, 2022

A handwritten signature in blue ink, appearing to read "Pete Englin", written over a horizontal line.

Pete Englin

Associate Vice President for Campus Life  
Director of the Department of Residence

Send copy of completed delegation to the Office of University Counsel