

**MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY**

TO: Terrasa Mouw-Grewell,
Special Events Manager, ISU Dining

Pursuant to Iowa State University's Contracting Authority Policy, the Associate Vice President for Campus Life has delegated to me authority to sign certain contracts on behalf of ISU. He 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 ISU Dining 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 ISU Dining to provide catering services using a template approved by the Office of University Counsel

Your authority above is limited as follows:

1. 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.
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 any contract that you have been instructed not to sign.
4. You may not re-delegate your authority to others.

This delegation shall be effective as of the date of your appointment as Special Events Manager and shall remain in effect so long as you remain in your position as Special Events Manager, unless revoked sooner by the President of Iowa State University, by the Senior Vice President for Operations and Finance, the Associate Vice President for Campus Life, by me, or by my successor.

Signed this 8 day of April, 2022



Karen Rodekamp
Co-Interim Director
ISU Dining

Send copy of completed delegation to the Office of University Counsel