

**MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY**

TO: Kristine Heflin
Associate Director of the Memorial Union

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. I have been authorized 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:

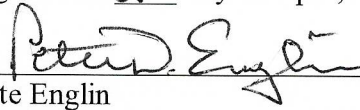
1. Agreements for speakers, musicians, and others to speak or perform at events held by the Memorial Union using a template approved by the Office of General Counsel or a performer-provided agreement approved by Procurement Services so long as such agreements do exceed \$50,000
2. Agreements for exhibits to be shown at the Memorial Union so long as such agreements do exceed \$25,000
3. Agreements for advertising or marketing the Memorial Union so long as such agreements do exceed \$25,000
4. Agreements for the sponsorship of events and other items at the Memorial Union so long as you have consulted with the Procurement Services Department to ensure the sponsorship will not violate the terms of any exclusive arrangement with another party.

Your authority above is limited as follows:

1. 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.
2. 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.
3. You may not sign any contract that you have been instructed not to sign.
4. You do not have authority to re-delegate this authority.

This delegation shall be effective so long as you remain in your position as Associate Director of Memorial Union, unless revoked sooner by the President of Iowa State University, by the Senior Vice President for Operations and Finance, by the Director of the Memorial Union, by me, or by my successor.

Signed this 21st day of April, 2023

A handwritten signature in black 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 General Counsel