

**MEMORANDUM OF DELEGATION  
CONTRACT AUTHORITY**

TO: Brad Hill  
Interim Director of 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 short-term and intermittent use of facilities, parking, and other areas managed by the Memorial Union using a template approved by the Office of General Counsel or a user-provided agreement approved by the Office of General Counsel
2. 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 \$100,000
3. Agreements for exhibits to be shown at the Memorial Union so long as such agreements do exceed \$25,000
4. Agreements for advertising or marketing the Memorial Union so long as such agreements do exceed \$25,000
5. 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.

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

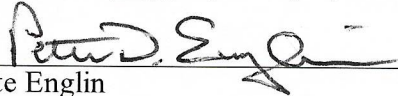
Your authority above is limited as follows:

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 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 shall be effective as of the date of your appointment as Interim Director of Memorial Union and shall remain in effect so long as you remain in your position as Interim Director of Memorial Union, 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 21<sup>st</sup> day of April, 2023



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