

**MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY**

TO: Virginia Speight
Interim Associate Vice President for Campus Life
Director, Department of Residence

Pursuant to Iowa State University's Contracting Authority Policy, the President of Iowa State University has delegated to me as Senior Vice President for Operations and Finance authority to sign contracts on behalf of ISU except on matters for which the Board of Regents has retained authority. The Contracting Authority Policy also permits me to delegate my 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, Dining Services, and the Department of Residence 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 Summer Conference Housing and Dining Services using a template approved by the Office of General Counsel
3. Agreements for Long-Term Academic Summer Program Housing and Dining using a template approved by the Office of General Counsel
4. 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 not exceed \$100,000
5. Agreements for exhibits to be shown at the Memorial Union so long as such agreements do not exceed \$25,000
6. Agreements for advertising or marketing the Memorial Union so long as such agreements do not exceed \$25,000
7. 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
8. Agreements for Dining Services to provide catering services using a template approved by the Office of General Counsel
9. 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
10. Retention of a contractor to provide installation, maintenance, repair, and similar services in facilities managed by the units that report to you if there is an existing agreement with the contractor signed by Procurement Services

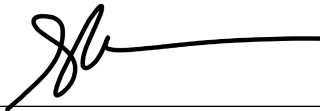
I further authorize you to re-delegate your authority to others in your unit.

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.

This delegation is in addition to the authority granted to you on March 24, 2022 and shall remain in effect so long as you remain in your position as Interim Associate Vice President for Campus Life/Director of the Department of Residence, unless revoked sooner by the President of Iowa State University, by me, or by my successor.

Effective the 2nd day of May 2023



Shawn Norman
Senior Vice President for Operations and Finance

Send copy of completed delegation to the Office of General Counsel