

MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY AND CAPITAL PROJECT DUTIES

To: Wendy Kisch, Interim Associate Vice President for Facilities Planning and Management

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 Iowa State University except on matters for which the Board of Regents has retained authority. The Contracting Authority Policy permits me to delegate my authority to others. In addition, the Board of Regents Policy Manual authorizes me as the Chief Business Officer at Iowa State University to carry out on behalf of the Board various duties regarding capital projects.

Subject to university policy for construction project approvals, I authorize you to sign the following contracts and/or issue purchase orders on behalf of Iowa State University and to perform the following capital project duties assigned to the chief business officer:

1. Contracts for construction
2. Contracts for architect and engineering services
3. Contracts for construction related services and studies such as construction management, surveying, geotechnical services, construction materials testing, facility commissioning, facility planning, and feasibility studies.
4. Certification of capital project actions for which approval of the Board is required.
5. Approval of Project Descriptions and Budgets for projects with a budget between \$100,000 and \$1,000,000 for any university unit.
6. Recommendations to the Board Office for approval of Project Descriptions and Budgets for projects with a budget between \$1,000,000 and \$2,000,000 for units within the Division of Operations and Finance.
7. Recommendations to the Board Office for approval of Project Descriptions and Budgets for projects with a budget between \$1,000,000 and \$2,000,000 for units outside of the Division of Operations and Finance, subject to first receiving approval by the President, appropriate Senior Vice President, Athletics Director or equivalent senior leader (or their designee).

With respect to items 1-3, I authorize you to delegate this authority to allow these contracts to be signed in your absence. With respect to items 4-7, I authorize you to re-delegate this authority to others within your unit.

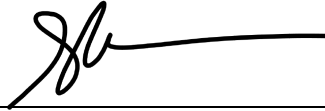
Your authority is limited as follows:

1. You may only sign contracts for construction projects that have received approval in accordance with Board of Regents administrative rules and policies and university policies and procedures.
2. You may only sign contracts that use Board of Regents templates without any material modifications or have been prepared by or reviewed and approved by the Office of University Counsel.

3. You must comply with all applicable laws and policies for awarding contracts, including but not limited to those relating to competitive bidding, conflicts of interest and gifts.
4. You may not sign any contract or purchase order or take any action for which circumstances exist requiring special attention by me, the President, the Board Office or Board of Regents. You will consult with me on such matters to determine the appropriate action.

This delegation shall be effective as long as you remain in your position as Interim Associate Vice President for Facilities Planning and Management, unless revoked by the President, by me or by my successor.

Effective the 1st day of July, 2023

A handwritten signature in black ink, appearing to read 'Shawn Norman', written over a horizontal line.

Shawn Norman
Senior Vice President for Operations and Finance

cc: Office of General Counsel