

**MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY**

TO: Jeremy Paul
Director, University Transportation Services

Pamela Elliott Cain, former Senior Vice President for Operations and Finance, delegated to me as Assistant Vice President for Specialty Business Services & Cultural Arts the authority to sign certain contracts and to further delegate that authority.

I authorize you to sign the following contracts on behalf of ISU:

1. Certificates of Origin and similar documents for ISU vehicles.
2. Documents indicating ISU vehicles are sold "AS IS" or without warranty.
3. Vehicle titles for ISU vehicles under the Regents Motor Vehicle Liability Pool.
4. Replacement title and other miscellaneous DOT forms associated with ISU vehicles.
5. Change Request Forms with Agile FleetCommander if the Change Request Form refers to a master agreement signed by the Procurement Services Department.


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

Your authority is limited as follows:

You may not sign any contract that you have been instructed not to sign.

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

Signed this 6 day of July, 2023



Duane Reeves
Assistant Vice President for Specialty Business Services &
Cultural Arts

Send copy of completed delegation to the Office of General Counsel