

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

TO: Carol A. Heaverlo
Assistant Vice President, Operations

The Senior Vice President for Operations and Finance delegated to me as the Vice President for Extension and Outreach authority to sign certain contracts on behalf of ISU and to delegate my authority to others.

I authorize you to sign contracts and agreements on behalf of the university as listed below:

1. Agreements to provide conference services
2. Agreements for intermittent or short-term use of ISU facilities

Your authority is limited as follows:

1. You must use template agreements approved by the Office of General Counsel or agreements that have been reviewed and approved by the Office of General Counsel. The foregoing requirement does not apply to agreements you sign with other ISU departments.
2. You may not sign any contract for use of an ISU facility that has a term longer than 14 days.
3. You may not sign any contract where either the President, Senior Vice President for Operations and Finance, or I have indicated that you should not proceed with the contract.
4. You may not commit ISU to a fund expenditure of \$100,000 or more.
5. You are not authorized to re-delegate your authority.

This delegation supersedes the delegation issued to you on November 15, 2022 and shall remain in effect so long as you remain in your position as Assistant Vice President, Operations, unless revoked sooner by the President of Iowa State University, the Senior Vice President for Operations and Finance, by me or my successor.

Signed this 18 day of March, 2024



Jason Henderson
Vice President for Extension and Outreach

Send copies of completed delegations to:
Office of General Counsel