

**MEMORANDUM OF DELEGATION
CONTRACT AUTHORITY**

TO: Name: Saylor Upah
Title: Private Events Coordinator

The Assistant Vice President for Specialty Business Services & Cultural Arts has delegated to me the authority to sign certain contracts on behalf of Iowa State University. He has also authorized me 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 or intermittent use of facilities managed by Reiman Gardens using a template approved by the Office of University Counsel or a user-provided agreement approved by the Office of University Counsel
2. Agreements for exhibits owned by others to be shown at Reiman Gardens
3. Agreements for exhibits owned by ISU and managed by Reiman Gardens to be loaned to others
4. Agreements for speakers, musicians, and others to speak or perform at events held by Reiman Gardens using a template approved by the Office of University Counsel or a performer-provided agreement approved by Procurement Services
5. Agreements with vendors to provide food for events held by Reiman Gardens
6. Agreements to purchase merchandise that Reiman Gardens will resell to others
7. Agreements for advertising or marketing Reiman Gardens
8. Agreements for creating and distributing Reiman Gardens publications
9. Agreements with the Iowa State University Foundation and donors for donations relating to Reiman Gardens
10. Agreements for the sponsorship of events and other items at Reiman Gardens so long as you have consulted with the Procurement Services Department to ensure such sponsorship will not violate the terms of any exclusive arrangement with another party
11. Agreements for Reiman Gardens to participate in events held by others
12. Agreements to abide by certain horticultural requirements and restrictions with respect to plants and other items provided by third parties

You do not have authority to re-delegate your authority to others.


Your authority is limited as follows:

1. You may not commit ISU to an expenditure of \$25,000 or more for any one transaction.

2. 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.
3. 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.
4. 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.
5. You may not sign any contract that you have been instructed not to sign.

This delegation is retroactive to your appointment as Private Events Coordinator and shall remain in effect so long as you remain in your position as Private Events Coordinator unless revoked sooner by the President of Iowa State University, the Senior Vice President for Operations and Finance, by the Assistant Vice President for Specialty Business Services & Cultural Arts, by me, or by my successor.

Signed this 22 day of May, 2024 *edl*


Edward Lyon
Director of Reiman Gardens

Send copy of completed delegation to the Office of University Counsel