

June 9, 2016

Julene Miller
General Counsel
Kansas Board of Regents
1000 S. W. Jackson, Suite 520
Topeka, KS 66612-1368

Re: Delegation of Signature Authority for K-State Contracts

Dear Julene,

In accordance with Chapter II, Section 8b(4) of the Kansas Board of Regents Policy Manual, please update the authorized signature designees for the execution of contracts on behalf of the University. I have authorized the following designees to have contracting authority for the University:

Cindy A. Bontrager, Vice President for Administration and Finance
Fran M. Willbrant, Assistant Vice President of Financial Services
James A. Bach, Director of Financial Operations
April Mason, Sr. Vice President and Provost
Peter Dorhout, Vice President for Research

I have authorized the following designees to have limited contracting authority for all sponsored project agreements (research, instruction and public service) and associated research and scholarly activity-related agreements, including grants, contracts, cooperative agreements, material transfer agreements, confidentiality agreements, and the like:

Paul R. Lowe, Associate Vice President, Research and Sponsored Programs

I have also authorized the following designees to have limited contracting authority in their respective areas:

Derek Jackson, Assistant Vice President & Director, Housing and Dining Services – housing, social and education contracts only
Sue Maes, Dean, Global Campus – conference and non-credit programs only
Jeff Wolfe, Director, Global Campus – conference and non-credit programs only
Lori Goetsch, Dean, Hale Library – library materials and licensing of those materials
Roberta Johnson, Sr. Director, Administration & IT Services, Hale Library – library materials and licensing of those materials
Carla Bishop, Purchasing Director – purchase of goods and services only
Julie Bell, Systems Administrator – Hale Library contracts regarding web domain ownership

Contracting authority for goods and services in amounts under \$5,000 has been delegated to departmental designees. Details pertaining to such delegations are on file in the University's Purchasing Office.

I have named the Deans of the Colleges, the Dean of the Graduate School, the Dean of Libraries, the Dean of Continuing Education, and the CEO and Vice Provost of K-State Olathe as my designees and as the University's authorized signatories for reappointments for faculty and unclassified employees and for adjunct appointments of previously appointed adjunct faculty, in their respective areas. Furthermore, I have authorized the Provost to make further delegations of signature authority for reappointments for faculty and unclassified employees in units reporting to the Provost. Such delegations may be made only to the Vice Provosts, Associate Provosts and Directors of units reporting to the Provost.

I have named the Vice President for Student Life, the Vice President for Research, the Vice President for Human Capital, and the Vice President for Communications and Marketing, as my designee and as the University authorized signatory for unclassified employee appointments within each of their respective areas.

If you have any questions regarding the above designations, please do not hesitate to contact me.

Sincerely,



General Richard B. Myers
Interim President

cc: Cindy A. Bontrager
Fran M. Willbrant
James A. Bach
April Mason
Peter Dorhout
Paul R. Lowe
Derek Jackson
Sue Maes
Jeff Wolfe
Lori Goetsch
Roberta Johnson
Carla Bishop
Pat Bosco
Jeff Morris
Ralph Richardson
Cheryl Johnson
Deans
University General Counsel