

August 10, 2023

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

Re: Delegation of Signature Authority for Kansas State University Contracts

Dear John,

In accordance with Chapter II.D., Section 13.a.iv. of the Kansas Board of Regents Policy Manual, concerning authorized signature designees for the execution of contracts on behalf of Kansas State University, and in addition to my signature authority as University president, I authorize the following designees to have contracting authority for the University as set forth below. Such designees include anyone temporarily holding these positions in an acting or interim role. These delegations may not be sub-delegated unless necessary for the efficient continuation of normal business processes during an identified signatory's temporary absence.

General Contracting Authority

- Provost and Executive Vice President
- Senior Vice President for Executive Affairs, University Engagement and Partnerships, and Chief of Staff
- Vice President for Administration and Finance
- Associate Vice President, Division of Financial Services

Limited Contracting Authority

I authorize 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:

- Vice President for Research
- Senior Associate Vice President for Research
- Associate Vice President for Research and Director of PreAward Services

I also authorize the following designees to have, within their respective areas, only the limited contracting authority identified below:

- Assistant Vice President of University and Shared Services Accounting: purchase of goods and services, and documents necessary to facilitate those purchases, e.g., non-disclosure, customs, and confidentiality agreements
- Director of Purchasing and Contract Services: purchase of goods and services, and documents necessary to facilitate those purchases, e.g., non-disclosure, customs, and confidentiality agreements
- Assistant Director of Purchasing and Contract Services: purchase of goods and services, and documents necessary to facilitate those purchases, e.g., non-disclosure, customs, and confidentiality agreements
- Associate Vice President of Student Life, Director of Housing and Dining Services: housing, social and education contracts
- Dean, K-State Global Campus: non-credit programs
- Dean, K-State Libraries: purchase or license of library research, reference, and related materials
- Budget/Fiscal Officer, K-State Libraries: purchase or license of library research, reference, and related materials
- Information Technology Services Director, K-State Libraries: library contracts regarding web domain ownership
- Executive Director, McCain Auditorium: McCain performance series contracts

Specific departmental designees are delegated the authority, subject to PPM 3070, to sign contracts for goods and services in amounts under \$10,000 per contract per 12-month period, and for existing University contracts previously approved by the Purchasing Office, may sign purchase orders for up to \$100,000. Details pertaining to such delegations are on file in the University's Purchasing Office.

Personnel Contracts

I name the following 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:

- CEO and Dean, K-State Olathe
- CEO and Dean, K-State Salina
- Dean, K-State Global Campus
- Dean, K-State Libraries
- Deans of the Colleges and Staley School of Leadership
- Vice Provost for Graduate Education and Dean of the Graduate School

Furthermore, I authorize the Provost and Executive Vice President 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 name the following as my designees and as the University authorized signatory for unclassified employee appointments within each of their respective areas:

- Senior Vice President for Executive Affairs, University Engagement and Partnerships, and Chief of Staff
- Vice President for Administration and Finance
- Vice President for Communications and Marketing
- Vice President for Diversity, Equity, Inclusion and Belonging
- Vice President for Legal Affairs and General Counsel
- Vice President for Research
- Vice President for Student Life

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

Sincerely,

A handwritten signature in black ink, appearing to read "Richard H. Linton". The signature is written in a cursive style with a large initial "R".

Richard H. Linton
President

cc: Marshall Stewart, Senior Vice President for Executive Affairs, University Engagement and Partnerships, and Chief of Staff
Shari Crittendon, Vice President for Legal Affairs and General Counsel
Ethan Erickson, Vice President for Administration and Finance