

July 1, 2025

Eric Jeppesen
Executive Director

Jonathan Parli
Assistant Director, EHS

Paul Porter
Manager Environmental Health & Safety

Re: Sub-Delegation of Signature Authority

Dear Eric, Jonathan, & Paul:

Pursuant to the Sub-Delegation of Authority signed and dated December 1, 2023, by E. Gordon Gee, President of West Virginia University ("Original Delegation"), I hereby sub-delegate to each of you, and the successors to you in your current positions, the authority to act on behalf of the University to approve and sign documents relating to the University's Industrial Alcohol User Permit, the West Virginia State Ethanol Transportation documentation, and any related West Virginia tax exemption documents. This delegation includes, but is not limited to, signing of documents to maintain relevant permits and/or to certify information related to the permits including to the U.S. Department of Treasury Alcohol and Tobacco Tax and Trade Bureau and West Virginia state agencies.

Notwithstanding the foregoing, any and all contractual documents signed in reliance of this written delegation shall be reviewed and approved by the General Counsel or designee in advance of signing. Additionally, you are required to comply with all West Virginia University Board of Governors ("BOG") Rules and policies, including BOG Governance Rule 1.4 – *Ethics, Conflicts of Interest, and Outside Consulting Arrangements* and are responsible for disclosing any potential conflicts of interest. Furthermore, all agreements and documents must be routed to the appropriate administrative units in advance of signing, including but not limited to, Procurement, Contracting, and Payment Services; Information Technology Services; Finance (including Tax Services for tax exemption documents); and/or the Office of Sponsored Programs, if applicable. For avoidance of doubt, all contracts related to the purchase of goods or services must be signed by an official from Procurement, Contracting, and Payment Services, unless otherwise approved by the General Counsel's Office.

In the exercise of the authority outlined above, you shall provide professional, executive, supervisory and general administrative services, as appropriate, and provide regular updates to me or my successor. This sub-delegation will continue until such time as the until such time as the President of West

Virginia University, I, or my successor, deem this sub-delegation revoked and notify you of such revocation in writing.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paula Congelio". The signature is fluid and cursive, with the first name "Paula" and last name "Congelio" clearly distinguishable.

Paula Congelio
Vice President and Chief Financial Officer

cc: General Counsel