

January 4, 2021

Jeffrey Pratt
Assistant Vice President for Procurement & Chief Procurement Officer
West Virginia University

Dear Jeff:

As President of West Virginia University, pursuant to West Virginia University Board of Governors Finance and Administration Rule 5.9 - *Procurement* and Board of Governors Finance and Administration Rule 5.1 - *Authorizations and Delegations of Authority for Financial and Administrative Matters*, I hereby appoint you to be the Chief Procurement Officer. You shall have the full authority to act as my designee for purchase and acquisition of all materials, supplies, equipment, services, and printing; leases and lease-purchases and receiving as may be required by the University.

To assist you in performing your duties and obligations as the Chief Procurement Officer, you may appoint Buyers and delegate authority to them as designees or may delegate such authority to any department. Such delegations of authority shall comply with state law, Board of Governor Finance and Administration Rule 5.9 - *Procurement*, Board of Governors Finance and Administration Rule 5.1 - *Authorizations and Delegations of Authority for Financial and Administrative Matters*, other applicable Board rules and University policies, and the University's Procurement Rules. Such delegation of authority by you as the Chief Procurement Officer, and any limits thereupon, shall be in writing and filed with the State Auditor. Notwithstanding any provision to the contrary, responsibility for ensuring institutional compliance with the West Virginia Code and the West Virginia University Board of Governors' rules shall rest with and be your responsibility.

This delegation will continue and remain in full effect until such time as it is revoked by me or my successor and you are notified of such revocation in writing.

Cordially,


E. Gordon Gee
President

xc: General Counsel