

September 27, 2024

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

Re: Delegation of Authority

Dear Jeff:

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

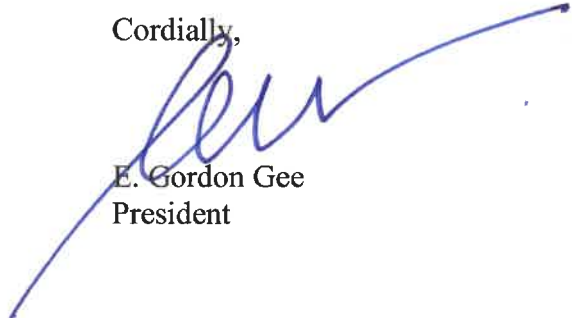
To assist you in performing your duties and obligations as the Chief Procurement Officer, you may appoint a Director of Procurement and Buyers and delegate authority to them as designees or may delegate such authority to any department. Such delegations of authority shall comply with state law, Board of Governors Finance and Administration Rules, University policies, and the University’s Procurement Rules. Such delegation of authority by you as the Chief Procurement Officer, and any limits thereon, 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.

In the event that a personal conflict of interest arises rendering you unable to sign a document, your supervisor, currently Barbara Weiss, Senior Associate Vice President of Finance, shall have authority to approve and sign any such documents.

Notwithstanding the foregoing, any and all documents signed in reliance of this written delegation shall be reviewed and approved by the General Counsel or designee in advance of signing, unless otherwise approved by the General Counsel. Additionally, you are required to comply with all WVU 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 must be routed to the appropriate administrative units in advance of signing, including but not limited to, Information Technology Services; Finance and/or the Office of Sponsored Programs, if applicable.

This delegation supersedes and replaces all prior delegations and shall continue to remain in full effect until such time as it is revoked or replaced, in writing, by me or my successor.

Cordially,

A handwritten signature in blue ink, appearing to read 'E. Gordon Gee', is written over the typed name and title. The signature is fluid and cursive, with a long, sweeping tail that extends to the right and then curves back down.

E. Gordon Gee  
President

cc: General Counsel