

December 1, 2023

Jessica Carr
Property Manager

Re: Sub-Delegation of Authority for Residential Premises at
University Park and Vandalia Apartments

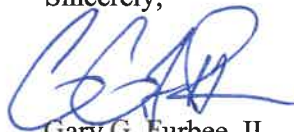
Dear Jessica:

Pursuant to the Sub-Delegation of Authority signed and dated December 1, 2023, by Paula Congelio, Vice President and Chief Financial Officer (“Original Sub-Delegation”), I hereby sub-delegate to you the authority to act on behalf of the University to approve and sign documents related to the University’s residential premises noted above including residential lease agreements, settlement and release agreements related to residential leases, and documents related to eviction proceedings. This delegation does not include authority to sign documents related to the University’s residence halls.

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. 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 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 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 shall remain in effect for successors to your role. This sub-delegation supersedes and replaces all prior delegations will continue until such time as the Original Sub-Delegation is revoked; or the President of West Virginia University, I, or my successor, deem this sub-delegation revoked and notify you of such revocation in writing.

Sincerely,



Gary G. Furbee, II
Deputy General Counsel and
Executive Director of Real Estate Operations

cc: General Counsel
Paula Congelio