



DATE: June 1, 2026

TO: Chris Kabourek  
Vice President and Chief Financial Officer

FROM: Michael T. Benson  
President and Professor of History

RE: Delegation of Authority

As President of West Virginia University and pursuant to the West Virginia University Board of Governors (“BOG”) Finance and Administration Rules, I hereby delegate authority to you as Vice President and Chief Financial Officer to be the University’s authorized designee who may approve and sign documents related to the day-to-day management of the financial and administrative affairs and operations of the University and to effect actions of the BOG.

Additionally, you are authorized to take actions below any thresholds established for BOG authorization and to approve and sign contracts relating to real property; legal settlement agreements; documents relating to the University’s investments, bank accounts, and debts; and all other documents and agreements necessary for the advancement of the goals and objectives of the University.

Notwithstanding the foregoing, any and all real estate or contractual documents signed in reliance of this delegation or sub-delegations shall be reviewed and approved by the Vice President and General Counsel or designee. 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, Procurement, Contracting, and Payment Services; Information Technology Services; Finance and/or the Office of Sponsored Programs, if applicable.

Furthermore, you may sub-delegate the authority authorized herein. Unless expressly terminated, all sub-delegations of signature authority from the previous Chief Financial Officer, Paula Congelio, and the Senior Associate Vice President of Finance and Interim Chief Financial Officer, Barbara Weiss, shall remain in full force and effect.

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 delegation shall remain in effect for successors to the role of Chief Financial Officer. This delegation shall continue to remain in full effect until such time as it is revoked or replaced, in writing, by me or my successor.

cc: General Counsel