

## 25.07.01.M1.01

### President's Delegation of Authority for Contract Administration

*Approved April 5, 1996*

*Revised April 24, 1996, June 30, 1996, September 3, 1996, March 4, 1997, August 9, 1999, and November 29, 2000*

*February 15, 2002*

*Revised July 14, 2014*

*Revised January 17, 2017*

*Revised January 10, 2019*

*Next scheduled review January 10, 2024*

#### **General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the CFO or the CAO is delegated the authority to execute the contract. Other exceptions to this delegation are stated in System Policy 25.07, §3.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

#### **Notes:**

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
  - a. contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years;
  - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
  - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants.

- 3 All contracts for goods or services must be in compliance with System Regulation *25.07.03, Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Questions regarding contract administration should be directed to the Department of Contract Administration.

## **Legend:**

ASST	Assistant	SOBA	System Office of Budgets & Accounting
AD	Athletic Director	SP	System Policy
AVC	Associate Vice Chancellor	SR	System Regulation
BOR	Board of Regents	SREO	System Real Estate Office, a function of OGC
CAO	Chief Academic Officer (Provost)	SRM	System Risk Management (RMS)
CEO	Chief Executive Officer (President)	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
CFO	Chief Financial Officer	SVP-CMCO	Senior Vice President & Chief Marketing & Communications Officer
CIO	Chief Information Officer	SYCO	System Marketing & Communications
DCA	Executive Director, Contract Administration	System	The Texas A&M University System
DEAN	Academic College Dean	TOA	Tenure on Arrival
DOF	Dean of Faculties	TTC	AVC, Texas A&M System Technology Commercialization
DH	Academic Department Head	UCO	University Contracts Officer
ED-FPC	Executive Director, Facilities, Planning & Construction	UD	Non Academic Unit Director
FPC	Facilities, Planning & Construction	UES	Utilities & Energy Services
GPS	Global Partnership Services	VCR	Vice Chancellor for Research
HSC AVP	Health Science Center Associate Vice President and Chief Financial Officer	VP	Vice President
HSC SVP	Health Science Center Senior Vice President	VP-BBD	Vice President for Brand & Business Development
HUB	Historically Underutilized Businesses	VPR	Vice President for Research
OGC	Office of General Counsel	VPROV-AA	Vice Provost – Academic Affairs/Strategic Initiatives
PD	Director, Procurement	VPROV-CIO	Vice Provost – Chief International Officer
PI	Principal Investigator/ Research		

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• CEO (BOR approval <i>if applicable</i>); (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• GPS</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-CIO</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-CIO (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-AA</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-AA (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
<b>3. ARTICULATION AGREEMENTS</b>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-AA</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-AA (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
<b>4. ATHLETIC AGREEMENTS</b>			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD or AD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• AD (\$25,000 or less)</li> <li>• Rec Sports Director, as appropriate (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.d</li> </ul>
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD or AD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• AD (\$25,000 or less)</li> <li>• Rec Sports Director, as appropriate (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
4.3 Athletic Transportation Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD or AD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• AD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
4.4 Athletic Hotel Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD or AD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• AD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
4.5 Athletic Facility Rental Agreements Limited use of System property by outside entities.	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• CEO</li> <li>• OGC</li> <li>• SREO</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>
4.6 Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD or AD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• AD (\$25,000 or less)</li> <li>• Rec Sports Director, as appropriate (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
			Policy 25.07, Sec 2.a
<b>5. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>			
5.1 Minor Projects (Less than \$4,000,000)	<i>Academic</i> <ul style="list-style-type: none"> <li>• DEAN</li> <li>• CAO</li> </ul> <i>Non-Academic</i> <ul style="list-style-type: none"> <li>• UD</li> <li>• Respective VP</li> </ul>	<ul style="list-style-type: none"> <li>• CFO or Designee</li> </ul>	<ul style="list-style-type: none"> <li>• CFO or Designee</li> </ul>
5.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<i>Academic</i> <ul style="list-style-type: none"> <li>• DEAN</li> <li>• CAO</li> </ul> <i>Non-Academic</i> <ul style="list-style-type: none"> <li>• UD</li> <li>• Respective VP</li> </ul>	<ul style="list-style-type: none"> <li>• CFO or Designee</li> </ul>	<ul style="list-style-type: none"> <li>• CFO or Designee</li> </ul>
5.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
<b>6. CONSULTING AGREEMENTS</b>			
6.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.; Agreements for outside counsel must comply with Section 18 herein</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• Procurement Services</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$10,000 or less)</li> <li>• PD or DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
6.2 Statutory Consulting Agreements <i>Providing consulting services to</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> </ul>

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<i>3rd parties.</i>	<ul style="list-style-type: none"> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,000 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
<b>7. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>			
7.1 Personal Property with Restrictions (including indemnification) on acceptance (including cash or cash equivalents) See SP 21.05.	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
7.2 Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH</li> <li>• UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
<b>8. EMPLOYMENT APPOINTMENTS</b>			
8.1 Faculty Offer Letters (Conditional letters of appointment to faculty)	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> <li>• BOR if TOA</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> <li>• BOR if TOA</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> <li>• BOR if TOA</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>

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8.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> <li>• CAO</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/CEO (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• CAO/CEO (more than \$150,000)</li> </ul>
8.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as Academic Department Head, Interim Head, Acting Head	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN/DOF/CAO (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as Director of an Academic Administrative Services Center or Institute	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Dean	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN/DOF/CAO (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Department Head, Departmental Division Head	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN/CAO (more than \$150,000)</li> </ul>
8.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (more than \$150,000)</li> </ul>



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
8.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>
8.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (more than \$150,000)</li> </ul>
8.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• OGAPS (internal process)</li> </ul>	<ul style="list-style-type: none"> <li>• OGAPS (internal process)</li> </ul>	<ul style="list-style-type: none"> <li>• OGAPS (internal process)</li> </ul>
8.2 Non-Faculty Employment Appointments	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
8.2.1 Approval of Appointment Offers – Non-Classified Administrative Staff	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
8.2.2 Approval of Appointment Offers – Classified Support Staff	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
8.2.3 Approval of Appointment Offers – Staff in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• DH</li> <li>• DEAN</li> <li>• DOF (<i>only if teaching assignments</i>)</li> <li>• CAO (<i>only if teaching assignments</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF (less than \$150,000)</li> </ul>	<ul style="list-style-type: none"> <li>• DH/DEAN/DOF/CAO (more than \$150,000)</li> </ul>
<b>9. EMPLOYEE BENEFITS CONTRACTS – Risk Management</b>			
9.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
<b>10. EQUIPMENT LEASE AGREEMENTS</b>			
<b>TAMU as Lessor</b>			
10.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMU- owned equipment.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
10.2 Equipment Lease for TAMU - Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMU - owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	25.07, Sec 3.c <ul style="list-style-type: none"> <li>• UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
10.2.1 Rental Vehicles (Non-TAMU Lessee)	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
10.2.2 Equipment	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
<b>TAMU as Lessee</b>			
10.3 Equipment Lease with Purchase Option Rental of equipment for TAMU use with fixed option to purchase within a specified period (five years or less).	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>

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			<ul style="list-style-type: none"> <li>HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
10.4 Equipment Lease (Rental) Rental of equipment for TAMU use for a specified period (five years or less).	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>UD</li> <li>Contract Administration</li> <li>Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>PD or UCO (\$499,999 or less)</li> <li>HSC AVP (\$499,999 or less)</li> <li>CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
<b>11. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
11.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH or UD</li> <li>DEAN</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>DH or UD (\$10,000 or less)</li> <li>DCA</li> </ul>	<ul style="list-style-type: none"> <li>UCO (\$300,000 or less)</li> <li>HSC AVP (\$300,000 or less)</li> <li>CFO</li> <li>HSC SVP</li> </ul>
<b>12. FINANCIAL CONTRACTS – Treasury Services</b>			
12.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
12.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
12.2.1 Investment Consultants and Advisors (subject to provisions of Section 6 Consultant Agreements)	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
12.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
12.3 Debt Management (SP 23.02, RFS, HEF and PUF)	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
12.3.1 Financial Advisors (subject to provisions of Section 6 Consultant Agreements)	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
12.3.2 Bond Counsel	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
12.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>Treasury Services</li> </ul>
<b>13. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)</b>			
13.1 Grants (sponsored research projects)	<ul style="list-style-type: none"> <li>Office of Research Administration (can be re- delegated by VPR)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>

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	to SRS)		
13.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• DH or UD</li> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN or appropriate UD or branch campus AVP</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (\$499,999 or less)</li> <li>• CEO (BOR approval if applicable) (\$500,000 and above) per System Policy 25.07, Sec 2.a and Sec. 3.f</li> </ul>
13.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> <li>• DH or UD</li> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-AA</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (\$499,999 or less)</li> <li>• CEO (BOR approval if applicable) (\$500,000 and above) per System Policy 25.07, Sec 2.a and Sec. 3.f</li> </ul>
13.4 Funding Agreements (Non-Academic)	<ul style="list-style-type: none"> <li>• DH or UD</li> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$10,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO</li> <li>• HSC SVP</li> </ul>
<b>14. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
14.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
14.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
14.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
14.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <b><u>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u></b>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>

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14.5 Workers' Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> <li>SRM</li> </ul>	<ul style="list-style-type: none"> <li>SRM</li> </ul>	<ul style="list-style-type: none"> <li>SRM</li> </ul>
14.6 Administrative Contracts	<ul style="list-style-type: none"> <li>SRM</li> </ul>	<ul style="list-style-type: none"> <li>SRM</li> </ul>	<ul style="list-style-type: none"> <li>SRM</li> </ul>
<b>15. INTELLECTUAL PROPERTY (SP 17.01) Texas A&amp;M Technology Commercialization (TTC)</b>			
15.1 Technology Transfer	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
15.1.1 Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
15.1.2 Non-Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
15.1.3 Trademark License	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> <li>VP-BBD (for non-research related contracts)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> <li>VP-BBD (for non-research related contracts)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> <li>SVP-CMCO (for non-research related contracts)</li> <li>CEO – unlimited signature authority per System Policy 25.07, Sec 3.b</li> </ul>
15.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
15.1.5 Software License	See Section 21.3	See Section 21.3	See Section 21.3
15.1.6 Material Transfer (Commercial)	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
15.1.7 Material Transfer (Non-Commercial)	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
15.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
15.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>VP-BBD</li> </ul>	<ul style="list-style-type: none"> <li>VP-BBD</li> </ul>	<ul style="list-style-type: none"> <li>SVP-CMCO</li> </ul>
15.4 Nondisclosure/Confidentiality Agreements <i>Committing TAMU or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> <li>DH or UD</li> <li>VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>DH or UD</li> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>DH or UD</li> <li>VPR</li> </ul>

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15.5 Texas Inter-Agency Agreements Commitment for the use/acquisition (provision) from (to) another state agency or institution	<ul style="list-style-type: none"> <li>• VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
15.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> <li>• VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
15.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> <li>• VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
15.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> <li>• VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
15.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> <li>• VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
15.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> <li>• VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
15.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> <li>• VPR (can be re-delegated by VPR to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
<b>16. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>			
16.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• VPROV-AA (if agreement related to academic collaboration, course delivery, or course/student/ faculty exchange of any kind)</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$10,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO – unlimited signature authority as per System Policy 25.07, Sec 3.g</li> <li>• HSC SVP – unlimited signature authority as per System Policy 25.07, Sec 3.g</li> </ul>
16.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• VPROV-AA (if agreement related to academic collaboration, course delivery, or</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$10,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO – unlimited signature authority as per System Policy 25.07, Sec 3.g</li> </ul>

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	course/student/ faculty exchange of any kind) Contract Administration		<ul style="list-style-type: none"> <li>HSC SVP – unlimited signature authority as per System Policy 25.07, Sec 3.g</li> </ul>
<b>17. INTRA-SYSTEM AGREEMENT</b>			
17.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH or UD</li> <li>DEAN</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>DCA</li> </ul>	<ul style="list-style-type: none"> <li>UCO (\$300,000 or less)</li> <li>HSC AVP (\$300,000 or less)</li> <li>CFO – unlimited signature authority as per System Policy 25.07, Sec 3.g</li> <li>HSC SVP – unlimited signature authority as per System Policy 25.07, Sec 3.g</li> </ul>
<b>18. LEGAL (SP 09.04, SR 09.04.01)</b>			
18.1 Litigation (See 18.1.1 below) <i>All settlements shall have concurrence of the CEO and General Counsel and where required, the approval of the State Attorney General.</i>	<ul style="list-style-type: none"> <li>OGC</li> <li>Chancellor</li> <li>BOR</li> </ul>	<ul style="list-style-type: none"> <li>CEO</li> </ul>	<ul style="list-style-type: none"> <li>CEO</li> </ul>
18.1.1 Approval to Settle: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b> <b>More than \$300,000 BOR</b>	<ul style="list-style-type: none"> <li>OGC</li> <li>Chancellor</li> <li>BOR</li> </ul>	<ul style="list-style-type: none"> <li>CEO</li> </ul>	<ul style="list-style-type: none"> <li>CEO</li> </ul>
18.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>UD</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>DCA</li> </ul>	<ul style="list-style-type: none"> <li>UCO (\$300,000 or less)</li> <li>CFO</li> </ul>
<b>19. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC</b>			
19.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMU and non-TAMU entities in the United States; contracts with domestic entities to perform educational and service activities consistent with the TAMU mission.</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH or UD</li> <li>DEAN</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>VPROV-AA</li> </ul>	<ul style="list-style-type: none"> <li>VPROV-AA (\$499,999 or less)</li> <li>CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
19.2 Cooperative Agreements <i>Student co-op affiliation agreements</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> </ul>	<ul style="list-style-type: none"> <li>DEAN or appropriate UD or branch campus AVP</li> </ul>	<ul style="list-style-type: none"> <li>CAO (\$499,999 or less)</li> </ul>

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<i>with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>		<ul style="list-style-type: none"> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
19.3 International Agreements <i>Programmatic commitments between TAMU and international entities; contracts to perform educational and service activities consistent with the TAMU mission.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• GPS</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-CIO</li> <li>• VPROV-AA (for REEP and Dual Degree Programs)</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-CIO (\$499,999 or less)</li> <li>• VPROV-AA (for REEP and Dual Degree Programs) (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
19.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-CIO</li> </ul>	<ul style="list-style-type: none"> <li>• VPROV-CIO (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
19.5 Training Affiliation Agreements <i>Documents mutual obligations to establish training [internship opportunities] for TAMU students.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN or UD</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
19.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN or appropriate UD or branch campus AVP</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
19.7 Clinical Affiliation Agreements <i>Documents mutual obligations in the provision of clinical educational services for TAMU students or provision of clinical care by TAMU personnel.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• HSC SVP</li> </ul>	<ul style="list-style-type: none"> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMU and non-TAMU entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
<b>21. PURCHASE AGREEMENTS (TAMU acquiring goods and non-professional services)</b>			
21.1 TAMU Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by TAMU which are processed through the appropriate bid process in accordance with TAMU policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
21.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
21.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
21.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
			25.07, Sec 3.c <ul style="list-style-type: none"> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
21.3.2 University <i>Contract providing University wide computing application.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
21.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN or appropriate UD or branch campus AVP</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
21.4.1 Professional/Service Associations <i>Purchase by TAMU on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN or appropriate UD or branch campus AVP</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
21.4.2 Social/Individual <i>Purchase by TAMU on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN or appropriate UD or branch campus COO</li> </ul>	<ul style="list-style-type: none"> <li>• CAO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
21.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH</li> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• DEAN (\$50,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<p><i>the express purpose of obtaining publications.</i>  <i>Database services and lease agreements for electronic library materials.</i></p>	<ul style="list-style-type: none"> <li>Contract Administration</li> </ul>		<p>(\$300,000 or less)</p> <ul style="list-style-type: none"> <li>CFO (\$499,999 or less)</li> <li>HSC SVP (\$499,999 or less)</li> <li>CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
<p>21.6 Library Subcontracts  <i>TAMU library subcontracts to provide off- campus library services.</i></p>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH</li> <li>DEAN</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>DEAN (\$50,000 or less)</li> <li>DCA</li> </ul>	<ul style="list-style-type: none"> <li>UCO (\$300,000 or less)</li> <li>HSC AVP (\$300,000 or less)</li> <li>CFO (\$499,999 or less)</li> <li>HSC SVP (\$499,999 or less)</li> <li>CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a and/or Sec 3.f</li> </ul>
<p>21.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)</p>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>UD</li> <li>Contract Administration</li> <li>Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>PD or UCO (\$499,999 or less)</li> <li>HSC AVP (\$499,999 or less)</li> <li>CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
<p>21.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase</p>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>UD</li> <li>Contract Administration</li> <li>Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>PD or UCO (\$499,999 or less)</li> <li>HSC AVP (\$499,999 or less)</li> <li>CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li></li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
21.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	• N/A	• N/A	• N/A
21.10 Financing Service Agreements related to the acquisition of good or services.	• N/A	• N/A	• N/A
<b>22. REAL PROPERTY TRANSACTIONS</b> (SP 41.01, SR 41.01.01) <i>*Monetary Categories Above Do Not Apply to this Section</i> Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.			
22.1 Purchase of Real Property Per SP 41.01, §2 and SR 41.01.01, §3: o SREO oversees all acquisitions of real property	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
22.2 Condemnation of Real Property Per SP 41.01, §2 and SR 41.01.01, §3: o SREO oversees all acquisitions of real property.	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
22.3 Gifts/Bequests of Real Property Per SR 41.01.01, §3: o SREO oversees all acquisitions of real property. o SOBA and OGC must approve prior to CEO accepting gift.	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> <li>o <i>SREO oversees all activities required to dispose of or exchange real property.</i></li> <li>o <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
22.5 Lease of Real Property			
22.5.1 TO 3 <sup>rd</sup> Parties <ul style="list-style-type: none"> <li>o <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i></li> <li>o <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1.</i></li> <li>o <i>Texas A&amp;M University at Qatar (TAMUQ) BOR Minute Order 100-2007 approved authority of TAMUQ CEO to sign Residential Housing Lease Agreements</i></li> </ul>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
22.5.2 FROM 3 <sup>rd</sup> Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for TAMU use for a specified period. See SR 41.01.01, §4 and SR 41.01.01, §6.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• Procurement Services</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (\$299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> </ul>
22.5.3 Student Retreat Facility <i>Lease of facilities (campgrounds, recreational facility, residence, etc.) and/or land for TAMU use for a specific student</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (\$299,999 or less)</li> <li>• CFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>retreat.</i>			(\$499,999 or less) • HSC SVP (\$499,999 or less)
22.6 Easements (SP 41.01, §6)			
22.6.1 System as Grantor (easement across System property) (10 year limit)	• SREO	• Chancellor	• Chancellor
22.6.2 System as Grantee (easement across 3 <sup>rd</sup> party's property) (Requires BOR approval if over \$300,000)	• SREO	• Chancellor	• Chancellor
22.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	• SREO	• Chancellor	• Chancellor
22.7 Housing Agreements			
22.7.1 International Housing University owned or leased housing provided for visiting international faculty.	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
22.7.2 Residence Hall On-campus student housing.	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
22.7.3 Student Apartments Off-campus University-housing provided for students.	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$299,999 or less)</li> <li>• HSC AVP (299,999 or less)</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>• SREO</li> </ul>		<ul style="list-style-type: none"> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$749,999 or less)</li> </ul>
22.7.4 Mail Box Rental of residence hall mailboxes.	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
22.8 Other Grants of Rights in Real Property			
22.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>
22.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>
22.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>
22.8.4 Oil, Gas and Mineral Rights Leasing – See SP 41.01, §5	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>
22.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>
22.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>
22.9 Service Contracts for Real Property	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	<ul style="list-style-type: none"> <li>• CEO or Managing Counsel, Property &amp; Construction</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 25.6)	<ul style="list-style-type: none"> <li>OGC</li> </ul>		
22.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>23. RESEARCH AGREEMENTS</b>			
23.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)</li> </ul>
23.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)</li> </ul>
23.3 Proposal Submissions	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)</li> </ul>
23.4 Teaming Agreements	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
23.5 Non-disclosure Agreements	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
23.6 Material Transfer Agreements	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>
23.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)</li> </ul>
23.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> <li>VPR (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> </ul>	<ul style="list-style-type: none"> <li>VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)</li> </ul>
<b>24. SALES AGREEMENTS (TAMU providing goods or services)</b>			
24.1 Consultant/Professional Service Agreements <i>TAMU acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH or UD</li> <li>DEAN</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>DH or UD (\$25,000 or less)</li> <li>DCA</li> </ul>	<ul style="list-style-type: none"> <li>UCO (\$300,000 or less)</li> <li>HSC AVP (\$300,000 or less)</li> <li>CFO</li> </ul>



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
			(\$499,999 or less) <ul style="list-style-type: none"> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
24.1.1 Analysis Testing	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
24.2 Property Transfer Agreement (inventoried and non-inventoried items)	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
24.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval)</li> </ul>

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			(\$500,000 and above) per System Policy 25.07, Sec 2.a
24.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
24.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
24.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
<b>25. SERVICES AGREEMENTS (TAMU acquiring services)</b>			
25.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• Contract Originator</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> </ul>

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	<ul style="list-style-type: none"> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>		<ul style="list-style-type: none"> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
25.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$10,000 or less)</li> <li>• Appropriate Assistant/ Associate VP or DCA</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• CEO (BOR approval if applicable); (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
25.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$10,000 or less)</li> <li>• Appropriate Assistant/ Associate VP or DCA</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited</li> </ul>

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			signature authority per System Policy 25.07, Sec 3.c <ul style="list-style-type: none"> <li>• CEO (BOR approval if applicable); (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
25.4 Maintenance Agreements	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
25.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
25.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>

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25.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• PD or DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
25.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 18 herein.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$10,000 or less)</li> <li>• PD or DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
25.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 18 herein.</i>	See Section 6	See Section 6	See Section 6
25.8 Student Medical Services	• N/A	• N/A	• N/A
25.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• Contract Administration</li> <li>• Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>• UD (\$10,000 or less)</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$499,999 or less)</li> <li>• HSC AVP (\$499,999 or less)</li> <li>• CFO – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
			<ul style="list-style-type: none"> <li>HSC SVP – unlimited signature authority per System Policy 25.07, Sec 3.c</li> </ul>
<b>26. SPECIAL EVENTS</b>			
26.1 Conference	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH or UD</li> <li>DEAN</li> <li>Contract Administration</li> <li>Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>DH or UD (\$10,000 or less)</li> <li>DCA</li> </ul>	<ul style="list-style-type: none"> <li>PD or UCO (\$300,000 or less)</li> <li>HSC AVP (\$300,000 or less)</li> <li>CFO (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>HSC SVP (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>CEO (BOR approval if applicable); (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
26.2 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH or UD</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>DH or UD (\$10,000 or less)</li> <li>PD or DCA</li> </ul>	<ul style="list-style-type: none"> <li>UCO (\$300,000 or less)</li> <li>HSC AVP (\$300,000 or less)</li> <li>CFO (\$499,999 or less)</li> <li>HSC SVP (\$499,999 or less)</li> <li>CEO (BOR approval) (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
<b>27. UNCLASSIFIED AGREEMENTS</b> <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>DH or UD</li> <li>DEAN</li> <li>Contract Administration</li> <li>Procurement Services</li> </ul>	<ul style="list-style-type: none"> <li>DH or UD (\$10,000 or less)</li> <li>DCA</li> </ul>	<ul style="list-style-type: none"> <li>PD or UCO (\$300,000 or less)</li> <li>HSC AVP (\$300,000 or less)</li> <li>CFO (\$499,999 or less) per System</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
			Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c <ul style="list-style-type: none"> <li>• HSC SVP (\$499,999 or less) per System Policy 25.07, Sec 3.f; unlimited signature authority per System Policy 25.07, Sec 3.c</li> <li>• CEO (BOR approval <i>if applicable</i>); (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
<b>28. VENDING AGREEMENTS</b>	<ul style="list-style-type: none"> <li>• Procurement Services</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• CEO <i>Future Amendments may be signed by CFO or HSC SVP COO as appropriate</i></li> </ul>	<ul style="list-style-type: none"> <li>• CEO <i>Future Amendments may be signed by CFO or HSC SVP COO as appropriate</i></li> </ul>
<b>29. ATHLETIC COACHES EMPLOYMENT AGREEMENT</b>	<ul style="list-style-type: none"> <li>• AD</li> <li>• Athletic CFO</li> <li>• OGC</li> <li>• CFO</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO (\$499,999 or less)</li> <li>• CEO (BOR approval)</li> </ul>
<b>30. ENERGY MANAGEMENT</b> – includes those agreements related to the Energy Management Program to include physical supply agreements (commodity purchases of natural gas/electricity), financial agreements (IEE, NASB) and related service agreements such as transportation agreements	<ul style="list-style-type: none"> <li>• Energy Management Committee (UES)</li> <li>• Procurement Services</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO</li> <li>• HSC AVP</li> </ul>	<ul style="list-style-type: none"> <li>• PD or UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP (\$499,999 or less)</li> <li>• CEO (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>
<b>31. COLLECTION AGENCY AGREEMENTS</b>			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
31.1 Collection of Accounts <i>All collection agency contracts, extensions, and renewals are subject to and conditioned upon express written approval of the State Attorney General. General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, CFO or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b></li> </ul>	
<b>32. REVENUE GENERATING AGREEMENTS</b>			
32.1 Revenue Generating <i>All collection agency contracts, extensions, and renewals are subject to Revenue generating contracts which do not fall into any other delegation category.</i>	<ul style="list-style-type: none"> <li>• Contract Originator</li> <li>• DH or UD</li> <li>• DEAN</li> <li>• Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• DH or UD (\$25,000 or less)</li> <li>• DCA</li> </ul>	<ul style="list-style-type: none"> <li>• UCO (\$300,000 or less)</li> <li>• HSC AVP (\$300,000 or less)</li> <li>• CFO (\$499,999 or less)</li> <li>• HSC SVP COOHSC SVP (\$499,999 or less)</li> <li>• CEO (BOR approval)</li> <li>• (\$500,000 and above) per System Policy 25.07, Sec 2.a</li> </ul>