

**WEST TEXAS A&M UNIVERSITY**  
**PRESIDENT'S DELEGATION OF AUTHORITY**  
**FOR CONTRACT ADMINISTRATION**  
(11/01/10)

Type of Contract	Routing for Departmental Review	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts \$100,000 to \$300,000
<b>1. <u>Affiliation Agreements</u></b>			
1.1. Agreement with Foreign Governmental Bodies	Department Head Dean/Senior Adm. Provost/VPAA (as appropriate) V.P. Bus. & Fin. TAMUS OGC	President	President
<b>2. <u>Affiliation Service Agreements</u></b>			
2.1. Private Companies and Foundations	Department Head Dean/Senior Adm. V.P. Bus. & Fin. Provost/VPAA (as appropriate) TAMUS OGC	V.P. Bus. & Fin.	President
<b>3. <u>Athletic Agreements</u></b>			
3.1. Athletic Events <i>Schedule NCAA sanctioned sporting events</i>	Athletic Director President (a)	Athletic Director ≤ \$50,000 V.P. Bus. & Fin. > \$50,000	President
3.2. Athletic Event Sponsorship	Athletic Director President (a)	Athletic Director ≤ \$25,000 V.P. Bus. & Fin. > \$25,000	President
3.3. Athletic Facilities Rental Agreements (Limited use of WTAMU property by outside entities.)	Athletic Director President (a)	Athletic Director ≤ \$50,000 V.P. Bus. & Fin. > \$50,000	President

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**4. Consultant Agreements**

## 4.1. Statutory Consultant Agreements

*Use of private consultants (not an employee) governed by Texas Gov. Code, Chapt. 2254, Subchapt. B Contracts over \$25,000 must receive an approval from the CEO. Agreements for outside legal counsel must comply with Section 12.*

4.1.1. Paid From Local or State Funds

Department Head  
Dean/Senior Adm.  
  
V.P. Bus. & Fin.

Dean < \$5,000  
Appropriate VP ≥ \$5,000  
and < \$25,000  
V.P. Bus. & Fin. ≥ \$25,000

President

**5. Donor Agreements**5.1. Personal Property with or without Restrictions (Including Indemnification) on Acceptance (*Cash or Cash Equivalent Gifts*)

Department Head  
Dean/Senior Adm.  
V.P. for Institutional Adv.

V.P. for Institutional Adv.  
  
(Notifies BOR)

President < \$1,000,000  
Chancellor ≥ \$1,000,000

5.2. Personal Property with Restrictions (Including Indemnification) on Acceptance (*Non-Cash Gifts*)

Department Head  
Dean/Senior Adm.  
V.P. for Institutional Adv.  
V.P. Bus. & Fin.

V.P. for Institutional Adv.  
  
System Office of B&A  
OGC

President < \$250,000  
Chancellor ≥ \$250,000

## 5.3. Real Property (and all bequests)

Department Head  
Dean/Senior Adm.  
Provost/VPAA (as appropriate)  
V.P. Institutional Advancement  
V.P. Bus. & Fin.  
President

President  
System Office of B&A  
OGC

President  
System Office of B&A  
OGC

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5.4. Closely-Held Securities and Interests in Entities	Department Head Dean/Senior Adm. Provost/VPAA (as appropriate) V.P. Institutional Advancement V.P. Bus. & Fin. President	President System Office of B&A OGC	President System Office of B&A OGC
5.5. Intellectual Property	Department Head Dean/Senior Adm. Director of Development Provost/VPAA (as appropriate) V.P. Bus. & Fin. President	President System Office of B&A OGC OTC	President System Office of B&A OGC OTC

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**6. Employment Agreements**

## 6.1 Offer Letters - Faculty

6.1.1 Appointments with Tenure (Rank of Associate Professor, Professor)	Department Tenure & Promotion Committee Department Head College Tenure & Promotion Committee Dean Provost/VPAA President	Chancellor Board of Regents	Chancellor Board of Regents
6.1.2 Probationary Tenure Track Appointments (Rank of Assistant Professor, Associate Professor)	Department Head Dean Provost/VPAA	President	President
6.1.3. Non Tenure Tract Appointments (E.G. Visiting Faculty Titles, All Lecturer Titles)	Department Head Dean	Provost/VPAA	Provost/VPAA
6.1.4. Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean	Department Head Provost/VPAA	President	President
6.1.5. Appointment and accompanying salary changes as Academic Department Head, Interim Department Head, Acting, etc	Department Head Provost/VPAA	Provost/VPAA	Provost/VPAA
6.1.6. Faculty Appointments in Excess of 100%	Department Head Dean	Provost/VPAA	Provost/VPAA

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	Review	Contracts \$100,000 or Less	Contracts \$100,000 to \$300,000
<b>6. <u>Employment Agreements</u></b>			
6.1.7. Part-time Instructors	Department Head Dean Provost/VPAA	Provost/VPAA	Provost/VPAA
6.1.8. Graduate Assistants <i>Initial Employment Agreement for Graduate Student Assistants</i>	Department Head Dean Appropriate Vice President Athletic Director Dean of Graduate School	Provost/VPAA	
6.1.9. Continuing Education <i>Instructional Activity in Support of Continuing Education Resulting in Additional (above budgeted salary) Compensation</i>	Dir. of Cont. Educ. Department Head Dean Appropriate Vice President	Provost/VPAA	Provost/VPAA
6.1.10 Off-Campus Instruction	Department Head Dean Provost/VPAA	Provost/VPAA	Provost/VPAA
6.2. Non-faculty Employment Agreements			
6.2.2. Staff – Academic Affairs	Department Head Dean Provost/VPAA	Provost/VPAA	President

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6. Employment Agreements

6.3	Staff – Non Instructional	Department Head Dean Provost/VPAA (academic) Appropriate Vice President Athletic Director V.P. for Bus. & Fin.	Appropriate Vice Pres. Athletic Director (other than head coaches) President for head coaches CIO, as appropriate Director, PPHM	President
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<b>7. <u>Federal/State Grant Program Participation Agreements</u></b>			
7.1. Grants ( <i>Sponsored Projects</i> )  Provost/VPAA Controller V.P. Bus. & Fin.	Principal Investigator Department Head Dean/Senior Administrator Dir, Office of Sponsored Research	V.P. Bus. & Fin. < \$50,000 President ≥ \$50,000	President
7.2. Student Financial Aid	Dir., Fin. Aid V.P. of Enrollment Mgt.  Controller V.P. Bus. & Fin.	V.P. Bus. & Fin. < \$50,000 President ≥ \$50,000	President
7.3. Funding Agreements (Non-Academic)	Principal Investigator Dir., Office of Sponsored Research Controller V.P. Bus. & Fin.	V. P. Bus. & Fin. < \$50,000 President ≥ \$50,000	President
<b>8. <u>Federal &amp; State Regulatory Agreements</u></b>			
8.1. Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	Department Head Controller V.P. Bus. & Fin.	V. P. Bus. & Fin. < \$50,000 President ≥ \$50,000	President

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9. **Intellectual Property Agreements (SP 17.01)**

9.1. Technology Transfer

9.1.1. Invention/Software Copyright Disclosure

Inventor  
Department Head  
Dean  
Provost/VPAA  
(a)

President  
(copy to TAMUS Office of  
Technology Commercialization)

President  
(copy to TAMUS Office of  
Technology  
Commercialization)

9.1.2. License Agreement (Patent)

Inventor  
Department Head  
Dean  
Provost/VPAA  
President  
TAMUS Office of Tech. Comm.  
TAMUS OGC

V.P. Bus. & Fin.

President  
Vice Chancellor for  
Business Services

9.1.3. Software License

Department Head  
Dean  
Provost/VPAA  
TAMUS Office of Tech. Comm.  
TAMUS OGC

V. P. Bus. & Fin.

President  
Vice Chancellor for  
Business Services

9.1.4. Material Transfer Agreement  
(Non-Commercial)

Author/Researcher  
Department Head  
Dean  
Provost/VPAA  
(a)

V.P. Bus. & Fin.

President

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9.1.5 Material Transfer Agreement (Commercial)	Author/Researcher Department Head Dean Provost/VPAA TAMUS Tech. Lic. Office TAMUS OGC	V.P. Bus. & Fin.	President Vice Chancellor for Business Services
9.2. WTAMU Collegiate Licensing	Dir. Comm. & Mkt. Services V.P. Bus. & Fin. Controller	V.P. Bus. & Fin.	President
10. <b><u>Intra-System Agreements</u></b> <i>Commitment for the use/acquisition (provision) of resources from (to) other System members</i>	Department Head Dean/Senior Adm. Appropriate V.P. Purchasing Controller	Controller V.P. Bus. & Fin	President

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<b>11. <u>Lease Agreements</u> (WTAMU as Lessor)</b>			
11.1. Equipment Lease/Purchase	Department Head Dean/Senior Adm. Purchasing (a)	Purchasing	V.P. Bus. & Fin.
11.2. Equipment Lease for University Related Activities	Department Head Dean/Senior Adm. Purchasing (a)	Purchasing	V.P. Bus. & Fin.
11.2.1. Rental Vehicles	Department Head Dean/Senior Adm. Purchasing (a)	Purchasing	V.P. Bus. & Fin.
11.3. Real Property Lease <i>Rental of University owned facility and/or land for a specified period</i>	V.P. Bus. & Fin. System Real Estate Off. (System Reg. 41.01.01)	5 yrs. or less/up to \$500,000 or less - CEO 5 yrs. or less/\$500,001 - \$1,000,000 - Chancellor More than 5 yrs/more than \$1,000,000 - Board of Regents	
11.4. Equipment Lease/Purchase <i>Rental of equipment for WTAMU use with fixed option to purchase for a specified period – Five years or less</i>	Department Head Purchasing (a)	Purchasing	V.P. Bus. & Fin
11.5. Equipment Lease (Rental) <i>Rental of equipment for WTAMU use for a specified period - Five years or less</i>	Department Head Purchasing (a)	Purchasing	V. P. Bus. & Fin.

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**12. Legal**

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|--|---|--|--|
| <p>12.1. Litigation (*See Note) S.P. 09.04<br/> <i>All settlements shall have concurrence of the component CEO and the General Counsel and where required, the approval of the State Attorney General</i></p>  | <p>General Counsel<br/>                 Chancellor<br/>                 President</p> | <p>President/CEO<br/>                 Chancellor</p> | <p>President/CEO<br/>                 Chancellor</p> |
| <p>12.2 Outside Legal Counsel (Board of Regents' Bylaws, Article III, Section 4 and SP 09.04.01)<br/> <i>The General Counsel acts as liaison to the Attorney General and shall retain, manage and Approve all outside counsel for the System and Its components.</i></p> |   |  |  |

\* Note: Approval to Settle      *Up to and including \$100,000 - General Counsel  
 Over \$100,000 and up to and including \$300,000 - Chancellor  
 Over \$300,000 - Board of Regents*

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<b>13. <u>Memoranda of Agreement</u></b> <i>Pledge of Programmatic Commitments</i>	Department Head Dean/Senior Adm. (a)	Dean of College V. P. Bus. & Fin. (non-acad.) Provost/VPAA (academic)	Provost/VPAA
13.1. Training Affiliation (Internships) <i>Documents mutual obligations to establish training (internship) opportunities for WTAMU students</i>	Department Head Dean/Senior Adm. Provost/VPAA (a)	Dean of College	Provost/VPAA
13.2. Cooperative Agreements	Department Head Dean/Senior Adm. Provost/VPAA (academic) V.P. Bus. & Fin.	Dean/ Senior Admin. < \$50,000 Provost/VPAA (academic) V. P. Bus. & Fin. (non-acad.) (≥ \$50,000)	President
13.3. International Affairs <i>Documents mutual obligations for international joint programs</i>	Department Head Dean/Senior Adm. Provost (a)	President	President
13.4. Student Counseling Service Provision of Supervised Training for External Graduate Students	Dir. of Counseling Services University Psychologist	Provost/VPAA	Provost/VPAA
13.5. Work-Study Program Agreements	Employer Director, Student Fin. Aid Controller	V.P. for Enrollment Mgt. < \$50,000 V. P. Bus. & Fin. ≥ \$50,000	President

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**14. Professional Services Agreements  
(WTAMU Acquiring Professional Services)**

**Statutory Professional Services**

*Acquisition of professional services as  
Defined by Texas Gov. Code, Sec. 2254  
(accounting, architecture, optometry, medicine,  
land surveying, and professional engineering  
when performed within the scope of practices)*

14.1. Educational Testing Services	Dir. of Educ. Services (a)	V.P. of Student Affairs	V.P. of Student Affairs
14.2. Outside Legal Counsel (SR 09.04.01) <i>Requires the approval of the General Counsel and the Attorney General for Professional Service Agreements</i>	President General Counsel	President Attorney General	President Attorney General
14.3. Special Events <i>Artistic Entertainment Performance Agreements</i>	Department Head Dean/Senior Adm. Purchasing (a)	V.P. Bus. & Fin.	President
14.4. Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in Support of institutional programs</i>	Department Head Purchasing (a)	V.P. for Bus. & Fin.	President

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**14. Professional Services Agreements**

## 14.4.1 University Lecture Series

14.4.1.1 <i>Speakers for University Distinguished Speaker series</i>	Distinguished Speaker Series Committee Provost/VPAA (reporting only) President (> \$5,000) (a)	Chair, Distinguished Speaker Series Committee ( $\leq$ \$5,000) V.P. for Bus. & Fin. (> \$5,000 and $\leq$ \$50,000) President (> \$50,000)	President
14.4.1.2 <i>University Guest Artists series</i>	Guest Artists Series Committee Provost/VPAA (reporting only) President (> \$5,000) (a)	Chair, Guest Artists Series Committee ( $\leq$ \$5,000) V.P. for Bus. & Fin. (> \$5,000 and $\leq$ \$50,000) President (> \$50,000)	President
14.4.1.3 <i>Freshman Convocation Speaker</i>	Freshman Readership Committee Associate VPAA Provost/VPAA President (a)	V.P. for Bus. & Fin. $\leq$ \$50,000	President
14.5. Student Medical Services Psychiatric Consultation Services (Paid from Local Funds)			
14.5.1. External Professional Providing Continuing Education Programs for SCS Staff	Dir. of Counseling Services University Psychologist V.P. of Student Affairs Purchasing (a)	Purchasing $\leq$ \$25,000 V.P. Bus. & Fin. > \$25,000	President

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15. <u>Purchase Agreements</u>			
15. <u>Purchase Agreements</u> (WTAMU Acquires Goods or Services)			
15.1. WTAMU Purchase Orders Purchase of goods or services from outside vendor using standard form promulgated by WTAMU Purchasing Services Department in compliance with statutory or regulatory purchasing requirements	Department Head < \$1,000 Dean ≥ \$1,000 and < \$10,000  Vice President ≥ \$10,000 Purchasing HUB Coordinator	Dept. Head ≤ \$3,000 Dean/Senior Admin. > \$3,000 and ≤ \$5,000 Purchasing > \$5,000 HUB Coordinator > \$5,000 (Limits delegated to WTAMU by GSC)	V.P. Bus. & Fin.
15.2. Maintenance Agreements			
15.2.1. Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor or as an integral part of equipment purchase</i>	Department Head Purchasing HUB Coordinator	Purchasing (Limits delegated to WTAMU by GSC)	V.P. Bus. & Fin.
15.4. Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement</i>			
15.4.1. University <i>Contract providing University-wide application</i>	Department Head Purchasing CIO HUB Coordinator	Purchasing (Limits delegated to WTAMU by GSC)	V.P. for Bus. & Fin.
15.4.2. Department <i>Contract limiting application to specific department</i>	Department Head < \$1,000 Dean ≥ \$1,000 and < \$5,000 Vice President ≥ \$5,000 Purchasing CIO HUB Coordinator	Purchasing (Limits delegated to WTAMU by GSC)	V.P. for Bus. & Fin.

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15.5. Memberships <i>(Purchase of Organizational Affiliations for Individuals, Groups, or the Institution)</i>			
15.5.1. Professional/Service Associations Purchase by WTAMU on behalf of an individual, group or the institution of a membership in a professional or service organization	Department Head Dean Appropriate Vice President President (only for memberships purchased by President's Office)	Purchasing	President
15.6 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications.</i>			
15.6.1 Cornette Library	Director of Library	Director of Library ≤ \$50,000 Provost > \$50,000	President

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**16. Real Property Transactions – Real Estate Office (S.R. 41.01.01)**

## 16.1. Acquisition of Real Property

16.1.1 Purchase of Real Property (Requires Board of Regents Approval if &gt; \$1,000,000)

V. P. Bus. & Fin  
President  
System Real Estate Office

Chancellor

Chancellor

16.1.2 Condemnation of Real Property (Requires Board of Regents Approval in accordance with SR 41.01.01(09))

V. P. Bus. & Fin.  
President

System Real Estate Office

16.1.3 Gifts and Bequests of Real Property (Requires Board of Regents Approval in accordance with SR 21.05)

Dir. of Development  
V. P. Bus. & Fin  
President  
System Real Estate Office  
OGC

## 16.2. Disposition of Real Property

16.2.1 Sale of Real Property (Requires Board Approval)

V. P. Bus. & Fin  
President  
System Real Estate Office

16.2.2 Exchanges of Real Property (Requires Board of Regents Approval)

V. P. Bus. & Fin  
President  
System Real Estate Office

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**16. Real Property Transactions – Real Estate Office (S.R. 41.01.01)**

## 16.3. Grants of Rights in Real Property

16.3.1 Permits	V.P. Bus. & Fin. President System Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents
16.3.2 Licenses	V.P. Bus. & Fin. President System Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents
16.3.3 Easements Across A&M System/Components Real Property	V. P. Bus. & Fin. President System Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents
16.3.3.1 Easements Serving TAMUS Components (10-year limit)	V. P. Bus. & Fin. President System Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents
16.3.3.2 Easements Serving TAMUS O&G Wells (10 year limit)	V. P. Bus. & Fin. President System Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents
16.3.3.3 Easements Serving Municipalities (10 year limit)	V. P. Bus. & Fin. President System Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents
16.3.3.4 All Other Easement, including those that result in an indefinite Term. (Requires Board of Regents Approval)	V. P. Bus. & Fin. President System Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents

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<b>16. <u>Real Property Transactions</u> – Real Estate Office (S.R. 41.01.01)</b>			
16.4 Gas and Mineral Rights (Requires Board of Regents Approval)	V. P. Bus. & Fin. President TAMUS Real Estate Office	Chancellor Board of Regents	Chancellor Board of Regents
16.5 Leasing of Real Property - Surface Leases (Requires Board of Regents' approval if the lease is longer than 5 years or greater than \$500,000)	Department Head Dean/Senior Adm. Appropriate V.P. Purchasing Controller President	Controller V. P. Bus. & Fin.	President
16.5.1 The A&M System/Components as Lessor	Same as 16.5		
16.5.1.1 Unimproved/Agricultural (5 years or less)	Same as 16.5		
16.5.1.2 Improved/Commercial/Institutional (5 years or less)	Same as 16.5		
16.5.2 The A&M System/Components as Lessee	Same as 16.5		
16.5.2.1 Unimproved/Agricultural (5 years or less)	Same as 16.5		
16.5.2.1 Improved/Commercial/Institutional (5 years or less)	Same as 16.5		
16.6 Professional Services Contracts for Real Property Transactions (See Section 4.1)	Same as 16.5		

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<b>17. Sales Agreements (WTAMU Provides Goods or Services or Transfers Property Rights)</b>			
17.1. Advertising Agreements Promotional or Sponsor Agreements Relating to Advertising Media	Department Head Dir. of Mkt & Comm. Services V. P. Bus. & Fin.	Purchasing (P.O.) V.P. Bus. & Fin	President
17.2. Commercial Product/Promotion Availability Agreements - Vending - Commercial Concessions - Commercial Broadcasts	Department Head Dir. of Mkt & Comm. Services V. P. Bus. & Fin.	V.P. Bus. & Fin.	President
17.3. Licensing Agreement for use of official University logo	Department Head Dir. of Mkt & Comm. Services V.P. Bus. & Fin.	Dir. of Mkt & Comm. Services V.P. Bus. & Fin	President
17.4. Consultant/Professional Service Agreements <i>WTAMU Acting as Consultant or Performing Professional Service (Including Testing Services.)</i>	Department Head Dean Provost/VPAA	V.P. Bus. & Fin.	President
17.5. Site Use Agreement <i>Real Estate License</i>			
17.5.1. Limited Duration Right to Use Site	Facilities Director Appropriate V.P.	V. P. Bus. & Fin.	President
17.5.2. Concessions Committee Agreements <i>Student Organization Sponsored vendor space and facilities limited use agreements</i>	Student Organization Director of Student Center V.P. of Student Services	V.P. Student Services	President
17.5.3. Concessions Agreements - Athletics <i>Athletic space and facilities limited use agreements</i>	Athletic Director V.P. Bus & Finance	Athletic Director	President

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<b>17. <u>Sales Agreements</u></b>			
17.5. Surplus Property <i>Transfer Surplus Property to Third Parties Or to Another State Agency</i>	Department Head Purchasing Controller V.P. Bus. & Fin.	Purchasing (Inter-agency only) V.P. Bus. & Fin.	President
17.5.1 Transfer for Department to Department within Agency	Department Head Purchasing	Department Head Purchasing	Department Head Purchasing
17.6 Residence Hall	Housing Staff Dir. of Residential Living	V.P Student Services	
<b>18. <u>Special Events</u></b>			
18.1. Conference/Short Course	Department Head Dean/Senior Adm. Appropriate Vice President	Provost/VPAA V.P. Bus. & Fin.	President
<b>19. <u>Texas Inter-Agency Agreements</u></b>			
19.1 Texas Agencies	Department Head Dean/Senior Admin. Controller	Controller V.P. Bus. & Fin	President
19.2 Intra-System Agreements	Department Head Dean/Senior Admin. Controller	Controller V.P. Bus. & Fin.	President

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**20. Construction**

## 20.1 Major System Facilities Construction (51.04)

20.1.1 Project Initiation (Form C-1) and Program of Requirement Preparation

Assoc. V.P. Phys. Fac.  
 Vice Pres. for Bus. & Fin.  
 President  
 TAMUS Facilities Plan/ Constr.

TAMUS Chief Business  
 Officer

TAMUS Chief Business  
 Officer

20.1.2 Major Construction Projects  
 Rehabilitation Projects over \$4 million  
 New Construction Projects over \$4 million  
 (Require BOR Approval)

Assoc. V.P. Phys. Fac.  
 V.P. Bus. & Fin.  
 President  
 Treasury Services  
 TAMUS Fac. Plan/Constr (&HUB)  
 TAMUS Chief Business Officer  
 General Counsel  
 Chancellor

TAMUS Chief Business  
 Officer  
 Chancellor  
 General Counsel  
 Board of Regents

20.1.3 Approval of Program of Requirements  
 And Project Budget and Project/Engineer  
 Design Team Selection  
 (Require BOR Approval)

Assoc. V. P. Phys. Fac.  
 V.P. for Business & Finance  
 President  
 TAMUS Fac. Plan/Constr (&HUB)  
 TAMUS Treasury Services  
 TAMUS Chief Business Officer  
 Chancellor

TAMUS Chief Business  
 Officer  
 Chancellor  
 General Counsel  
 Board of Regents

## WEST TEXAS A&amp;M UNIVERSITY

Type of Contract	Routing for Departmental Review	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts \$100,000 to \$300,000
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**20. Construction**

## 20.2 Minor Construction Projects

## 20.2.1 Rehabilitation Projects – less than \$4 million

Dept. Head  
Appropriate Vice President  
(≥ \$5,000)  
Assoc. V.P. Phys. Fac.  
HUB Coordinator

Department Head (≤\$2,000)  
V. P. Bus. & Fin.  
(≤ \$50,000)

President  
(> \$50,000)

## 20.2.2 New Building Projects - less than \$4 million

Assoc. V.P. Phys. Fac.  
HUB Coordinator

V. P. Bus. & Fin.  
(≤ \$50,000)

President  
(> \$50,000)

**21. Internal Budgets**

*Change to the budget of a unit after Fiscal Year begins.*

Dept. Head  
Dean  
V.P. Bus. & Fin.  
Controller

V. P. Bus. & Fin.  
(≤ \$5,000)  
President (> \$5,000)

President

- 1 *Contracts which involve a stated or implied consideration within stated limits and primary terms of five years or less. All contracts must be reviewed by Office of General Counsel, unless in previously approved format or less than \$50,000 with contract review short form attached to contract.*
- 2 *When an office or department is listed in the Routing for Departmental Review or the Authorization to Execute Contracts sections, it is the responsibility of the director of the department, or designee, to review or sign the contract.*
- 3 *All contracts for goods or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statues relating to historically underutilized businesses and procurement of goods and services from persons with disabilities.*
  - (a) *Agreements & Contracts must be carefully reviewed for wording that includes waiver of immunity, PCI compliance, ADA accessibility formats, indemnification, and assumed liabilities.*