

SYSTEM OFFICES
THE TEXAS A&M UNIVERSITY SYSTEM
President's Delegation of Authority for Contract Administration
Fiscal Year 2019

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 Vice Chancellor for Business Affairs or Executive Director, Budgets and Accounting 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.

Legend:

| | | | |
|--------|--|--------|---|
| Asst. | Assistant | SOBA | System Office of Budgets & Accounting |
| AVC | Associate Vice Chancellor | SR | System Regulation |
| BOR | Board of Regents | SREO | System Real Estate Office, a function of OGC |
| CAO | Chief Academic Officer | SP | System Policy |
| CEO | Chief Executive Officer/President | SRS | Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director |
| CFO | Chief Financial Officer | | |
| CIO | Chief Information Officer | | |
| DFC | Director Facilities and Construction | | |
| ED-FPC | Executive Director, Facilities, Planning & Construction | SYCO | System Marketing & Communications |
| FAM | Fixed Asset Manager | System | The Texas A&M University System |
| FPC | Facilities, Planning & Construction | TTC | AVC, Texas A&M System Technology |
| HR | Human Resources | | |

| | | | |
|-----|---------------------------------------|----------|---|
| HUB | Historically Underutilized Businesses | PI | Commercialization |
| OGC | Office of General Counsel | VCR | Principal Investigator/Research |
| PD | Director, Procurement | VPAA | Vice Chancellor for Research |
| | | VPBF/CFO | Vice President for Academic Affairs/Provost |
| | | VPIA | Vice President for Business and Finance |
| | | VPRC | Vice President for Institutional Advancement |
| | | VPSEES | Vice President for Research and Compliance |
| | | | Vice President for Student Engagement, Enrollment and Success |

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 WTAMU Vice President for Business and Finance or the Purchasing Office as outlined in WTAMU Rule 25.07.99.W1, Contract Administration.

| 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) |
|--|---|--|---|
| 1. ADVERTISING AGREEMENTS | | | |
| 1.1 Advertising Agreements | <ul style="list-style-type: none"> • Department Head • Director of Communication and Marketing • Purchasing • VPBF | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS | | | |
| 2.1 Agreement with Foreign Governmental Bodies | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Provost/VPAA (as appropriate) • VPBF • TAMUS OGC | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 2.2 Private Companies & Foundations | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • VPBF • Provost/VPAA (as appropriate) • TAMUS OGC | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 3. ARTICULATION AGREEMENTS | | | |
| 3.1 Agreements with other institutions of higher education regarding transfer of courses | <ul style="list-style-type: none"> • Department Head • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA |
| 4. ATHLETIC AGREEMENTS | | | |
| 4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i> | <ul style="list-style-type: none"> • Athletic Director • CEO/President | <ul style="list-style-type: none"> • Athletic Director ≤ \$50,000 • VPBF > \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 4.1.1 Athletic Game Guarantees | <ul style="list-style-type: none"> • Athletic Director • CEO/President | <ul style="list-style-type: none"> • Athletic Director • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 4.2 Athletic Event Sponsorship | <ul style="list-style-type: none"> • Athletic Director | <ul style="list-style-type: none"> • Athletic Director ≤ \$25,000 | <ul style="list-style-type: none"> • CEO/President |

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|--|---|--|---|
| 4.3 Transportation Contracts | <ul style="list-style-type: none"> • CEO/President • Department Head • Dean \geq \$1,000 and < \$10,000 • Vice President \geq \$10,000 • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • VPBF > \$25,000 • Dept. Head < \$5000 • Dean/Senior Admin. < \$5,000 • Purchasing > \$5,000 | <ul style="list-style-type: none"> • VPBF |
| 4.4 Hotel Purchase Order Contracts | <ul style="list-style-type: none"> • Department Head • Dean \geq \$1,000 and < \$10,000 • Vice President \geq \$10,000 • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • Dept. Head < \$5000 • Dean/Senior Admin. < \$5,000 • Purchasing > \$5,000 | <ul style="list-style-type: none"> • VPBF |
| 4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i> | See Section 23.8.1 herein. | See Section 23.8.1 herein. | See Section 23.8.1 herein. |
| 4.6 Recreational Sports Event Sponsorship | <ul style="list-style-type: none"> • Rec Sports Director • CEO/President • Budget | <ul style="list-style-type: none"> • Rec Sports Director < \$25,000 • VPBF > \$25,000 | <ul style="list-style-type: none"> • CEO/President |
| 5. COLLECTION AGENCY AGREEMENTS | | | |
| 5.1 Collection of Accounts (<i>See 5.1.1 below</i>). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i> [LANGUAGE FROM CONTRACT TEMPLATE] | | | |
| 5.1.1 Collection Agency Agreements <i>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"> • Department Head • CFO • OGC • Business Office | <ul style="list-style-type: none"> • CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution. | |
| 6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section. | | | |
| 6.1 Minor Projects (Less than \$4,000,000) by WTAMU | <ul style="list-style-type: none"> • Department Head (\leq\$2,000) • VPBF ($\leq$ \$50,000) • Appropriate Vice President | <ul style="list-style-type: none"> • CEO/President (> \$50,000) | |

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|--|---|---|---|
| 6.1.1 Minor Projects by SSC | <ul style="list-style-type: none"> • (≥ \$5,000) • DFC • Purchasing/HUB Coordinator • Department Head (≤\$2,000) • VPBF (≤ \$50,000) • Appropriate Vice President • (≥ \$5,000) • SSC Management • DFC | | |
| 6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000) | <ul style="list-style-type: none"> • SSC Management • DFC • VPBF • CEO/President • Treasury Services • TAMUS FPC (&HUB) • TAMUS Chief Business Officer • General Counsel • Chancellor | <ul style="list-style-type: none"> • VPBF • CEO/President | |
| 6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i> | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President | |
| 7. CONSULTING AGREEMENTS | | | |
| 7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i> | See Section 27.7 herein. | See Section 27.7 herein. | See Section 27.7 herein. |
| 7.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i> | See Section 26.1 herein. | See Section 26.1 herein. | See Section 26.1 herein. |

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|--|---|--|--|
| 8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01) | | | |
| 8.1 Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05. | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Fixed Asset Manager • VPIA | <ul style="list-style-type: none"> • VPIA • VPBF | <ul style="list-style-type: none"> • CEO/President < \$1,000,000 • Chancellor ≥ \$1,000,000 |
| 8.2 Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01. | See Section 23.3 herein. | See Section 23.3 herein. | See Section 23.3 herein. |
| 9. EMPLOYMENT APPOINTMENTS | | | |
| 9.1 Faculty Offer Letters (Conditional letters of appointment to faculty) | | | |
| 9.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor) | <ul style="list-style-type: none"> • Department Tenure & Promotion Committee • Department Head • College Tenure & Promotion Committee • Dean • Univ. Tenure & Promotion Committee • Provost/VPAA • CEO/President | <ul style="list-style-type: none"> • Chancellor • Board of Regents | <ul style="list-style-type: none"> • Chancellor • Board of Regents |
| 9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor) | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles & Lecturer Titles) | <ul style="list-style-type: none"> • Department Head • Dean | <ul style="list-style-type: none"> • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA |
| 9.1.4 Approval of Appointment Offers – Appointment and accompanying | <ul style="list-style-type: none"> • Department Head | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |

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|--|--|---|---|
| salary changes as <i>Dean, Interim Dean, Acting Dean</i> | <ul style="list-style-type: none"> • Dean | | |
| 9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i> | <ul style="list-style-type: none"> • Department Head • Dean | <ul style="list-style-type: none"> • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA |
| 9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i> | <ul style="list-style-type: none"> • Department Head • Dean | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i> | <ul style="list-style-type: none"> • Department Head • Dean | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i> | <ul style="list-style-type: none"> • Department Head • Dean | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 9.1.10 Continuing and Extension Education | <ul style="list-style-type: none"> • Director of Education on Demand • Department Head • Dean • Appropriate Vice President | <ul style="list-style-type: none"> • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA |
| 9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>) | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA • HR | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |

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|--|---|---|---|
| | <ul style="list-style-type: none"> • Business Office • Purchasing | | |
| 9.1.12 Off-Campus Instruction | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA |
| 9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>) | <ul style="list-style-type: none"> • Department Head • Dean • Appropriate Vice President • Athletic Director • Dean of Graduate School | <ul style="list-style-type: none"> • Provost/VPAA | <ul style="list-style-type: none"> • Provost/VPAA |
| 9.2 Non-Faculty Employment Appointments | | | |
| 9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i> | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA (academic) • Appropriate Vice President • Athletic Director • VPBF • HR | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i> | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA (academic) • Appropriate Vice President • Athletic Director • VPBF • HR | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i> | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA (academic) • Appropriate Vice President • Athletic Director | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |

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|---|---|--|---|
| | <ul style="list-style-type: none"> • VPBF • HR | | |
| 10. EMPLOYEE BENEFITS CONTRACTS – Risk Management | | | |
| 10.1 Group Insurance Contracts/Policies and Administrative Agreements | <ul style="list-style-type: none"> • TAMUS Risk Management | <ul style="list-style-type: none"> • TAMUS Risk Management | <ul style="list-style-type: none"> • TAMUS Risk Management |
| 11. EQUIPMENT LEASE AGREEMENTS | | | |
| <i>TAMUS as Lessor</i> | | | |
| 11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMUS-owned equipment.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Purchasing | <ul style="list-style-type: none"> • Purchasing • VPBF | <ul style="list-style-type: none"> • VPBF |
| 11.2 Equipment Lease for TAMUS -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUS - owned vehicle or other equipment.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Purchasing | <ul style="list-style-type: none"> • Purchasing • VPBF | <ul style="list-style-type: none"> • VPBF |
| 11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • VPBF |
| 11.2.2 Equipment | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Purchasing | <ul style="list-style-type: none"> • Purchasing • VPBF | <ul style="list-style-type: none"> • VPBF |
| <i>TAMUS as Lessee</i> | | | |
| 11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUS use with fixed option to purchase within a specified period (five years or less).</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Purchasing | <ul style="list-style-type: none"> • Purchasing • VPBF | <ul style="list-style-type: none"> • VPBF |
| 11.4 Equipment Lease (Rental) <i>Rental of equipment for TAMUS use for a specified period (five years or less).</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Purchasing | <ul style="list-style-type: none"> • Purchasing • VPBF | <ul style="list-style-type: none"> • VPBF |

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|---|---|--|--|
| 12. FEDERAL & STATE REGULATORY AGREEMENTS | | | |
| 12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies | <ul style="list-style-type: none"> • VPBF • President • System Real Estate Office | <ul style="list-style-type: none"> • Chancellor • Board of Regents | <ul style="list-style-type: none"> • Chancellor • Board of Regents |
| 13. FINANCIAL CONTRACTS – Treasury Services | | | |
| 13.1 System Depositories (SP 22.02) | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 13.2 Investment Management (SP 22.02) | | | |
| 13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant Agreements) | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 13.2.2 Investment Management (SP 22.02) | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 13.3 Debt Management (SP 23.02, RFS, HEF and PUF) | | | |
| 13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant Agreements) | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 13.3.2 Bond Counsel (See Section 19.2 Legal) | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 13.4 Other Banking Functions (Custodial agreements, securities lending agreements) | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) | | | |
| 14.1 Grants (sponsored projects) (See Section 24.1) | <ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • VPRC | <ul style="list-style-type: none"> • CEO/President • VPRC |

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|---|---|--|---|
| 14.2 Student Financial Aid | <ul style="list-style-type: none"> • Director Financial Aid • VPEM • Controller • VPBF | <ul style="list-style-type: none"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 14.3 Funding Agreements (Academic) | <ul style="list-style-type: none"> • Principal Investigator • VPRC • Director Office of Sponsored Research • Controller • VPBF | <ul style="list-style-type: none"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 14.4 Funding Agreements (Non-Academic) | <ul style="list-style-type: none"> • Principal Investigator • VPRC • Director Office of Sponsored Research • Controller • VPBF | <ul style="list-style-type: none"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| <p>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure) NOTE: <i>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.</i></p> | | | |
| 15.1 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"> • Risk Management | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff) | <ul style="list-style-type: none"> • Director HR • Risk Management | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 15.3 Healthcare Purchasers Professional Liability Contract (Professional | <ul style="list-style-type: none"> • Director Student Medical • VPSE • Risk Management | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |

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|---|--|---|---|
| /Fiduciary coverage for System Self-Insured Group Benefit Programs) | | | |
| 15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u><i>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.</i></u> | <ul style="list-style-type: none"> • Risk Management | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 15.5 Workers' Compensation Insurance Claims processing or settlement | <ul style="list-style-type: none"> • Director HR | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 15.6 Administrative Contracts | <ul style="list-style-type: none"> • Risk Management | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC) | | | |
| 16.1 Technology Transfer | | | |
| 16.1.1 Patent License Agreement (<i>Technology Transfer</i>) | <ul style="list-style-type: none"> • Inventor • Department Head • Dean • Provost/VPAA • CEO/President • TAMUS Office of Tech. Comm. • TAMUS OGC | <ul style="list-style-type: none"> • VPBF • TAMUS OTC | <ul style="list-style-type: none"> • CEO/President • Vice Chancellor for Business Services • TAMUS OTC |
| 16.1.2 Non-Patent License Agreement (<i>Technology Transfer</i>) | <ul style="list-style-type: none"> • Inventor • Department Head • Dean • Provost/VPAA • CEO/President • TAMUS Office of Tech. Comm. • TAMUS OGC | <ul style="list-style-type: none"> • VPBF • TAMUS OTC | <ul style="list-style-type: none"> • CEO/President • Vice Chancellor for Business Services • TAMUS OTC |
| 16.1.3 Trademark License | <ul style="list-style-type: none"> • Inventor | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |

| 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"> • Department Head • Dean • Provost/VPAA • CEO/President • TAMUS Office of Tech. Comm. • TAMUS OGC | <ul style="list-style-type: none"> • TAMUS OTC | <ul style="list-style-type: none"> • Vice Chancellor for Business Services • TAMUS OTC |
| 16.1.4 Invention/Software Copyright Disclosure | <ul style="list-style-type: none"> • Inventor • CIO/IT Accessibility • Department Head • Dean • VPRC • Provost/VPAA | <ul style="list-style-type: none"> • CEO/President (copy to TAMUS Office of Technology Commercialization) | <ul style="list-style-type: none"> • CEO/President (copy to TAMUS Office of Technology Commercialization) |
| 16.1.5 Software License | See Section 22.3 herein. | See Section 22.3 herein. | See Section 22.3 herein. |
| 16.1.6 Material Transfer (<i>Commercial</i>) | <ul style="list-style-type: none"> • Author/Researcher • Department Head • Dean • VPRC • Provost/VPAA • TAMUS Tech. Lic. Office • TAMUS OGC | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President • Vice Chancellor for Business Services |
| 16.1.7 Material Transfer (<i>Non-Commercial</i>) | <ul style="list-style-type: none"> • Author/Researcher • Department Head • Dean • VPRC • Provost/VPAA • Director Office of Sponsored Research | <ul style="list-style-type: none"> • VPBF • VPRC | <ul style="list-style-type: none"> • CEO/President • VPRC |
| 16.2 Intellectual Property Application and Prosecution | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • VPRC • Provost/VPAA • VPBF | <ul style="list-style-type: none"> • VPBF • CEO/President • System Office of B&A • TAMUS OGC • TAMUS OTC | <ul style="list-style-type: none"> • CEO/President • System Office of B&A • TAMUS OGC • TAMUS OTC |

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|---|--|--|---|
| | <ul style="list-style-type: none"> • CEO/President | | |
| 16.3 Collegiate Licensing | <ul style="list-style-type: none"> • Director Communication and Marketing • VPBF • Controller | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 16.4 Nondisclosure/Confidentiality Agreements <i>Committing TAMUS 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"> • Department Head • Dean/Senior Admin. • Provost/VPAA • VPBF | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Controller | <ul style="list-style-type: none"> • Controller • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 16.6 Business Services Agreements (with outside entities) | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Purchasing • Controller • VPBF | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Provost/VPAA • VPBF • TAMUS OGC | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 16.8 Federal/State Program Participation Agreements | <ul style="list-style-type: none"> • Department Head • Controller • VPBF | <ul style="list-style-type: none"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies) | <ul style="list-style-type: none"> • Department Head • Controller • VPBF | <ul style="list-style-type: none"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 | <ul style="list-style-type: none"> • CEO/President |

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|--|---|---|---|
| 16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Appropriate V.P. • Purchasing • Controller | <ul style="list-style-type: none"> • Controller • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Appropriate V.P. • VPBF | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 17. INTER-AGENCY and INTER-LOCAL AGREEMENTS | | | |
| 17.1 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"> • Department Head • Dean/Senior Admin. • Controller | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 17.2 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"> • Department Head • Dean/Senior Admin. • Controller | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 18. INTRA-SYSTEM AGREEMENT | | | |
| 18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Purchasing • Controller | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 19. LEGAL (SP 09.04, SR 09.04.01) | | | |
| 19.1 Litigation (<i>See 19.1.1 below</i>) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i> | | | |
| 19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR | <ul style="list-style-type: none"> • General Counsel • Chancellor • CEO/President | <ul style="list-style-type: none"> • CEO/President • Chancellor | <ul style="list-style-type: none"> • CEO/President • Chancellor |

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|--|--|--|---|
| 19.2 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"> • General Counsel • Chancellor • CEO/President | <ul style="list-style-type: none"> • CEO/President • Chancellor | <ul style="list-style-type: none"> • CEO/President • Chancellor |
| 20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC | | | |
| 20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUS and non-TAMUS entities; contracts to perform educational and service activities consistent with the TAMUS mission.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Provost/VPAA (academic) • VPBF | <ul style="list-style-type: none"> • Provost/VPAA (academic) • VPBF (non-acad.) ≥ \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Provost/VPAA (academic) • VPBF | <ul style="list-style-type: none"> • Provost/VPAA (academic) • VPBF (non-acad.) ≥ \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Provost/VPAA (academic) | <ul style="list-style-type: none"> • CEO/President | <ul style="list-style-type: none"> • CEO/President |
| 20.4 International Study Abroad Program | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Director External Programs • Provost | <ul style="list-style-type: none"> • Provost/VPAA | <ul style="list-style-type: none"> • CEO/President |
| 20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUS' students.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • VPSEES • Provost | <ul style="list-style-type: none"> • Dean of College | <ul style="list-style-type: none"> • Provost/VPAA |
| 20.6 Work Study Program Agreements | <ul style="list-style-type: none"> • Employer • Director, Student Fin. Aid • Controller | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC | | | |

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|---|--|--|---|
| 21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMUS and non-TAMUS entities that are non-academic in nature.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Appropriate VP | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 22. PURCHASE AGREEMENTS (TAMUS acquiring goods and non-professional services) | | | |
| 22.1 TAMUS Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by TAMUS which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i> | <ul style="list-style-type: none"> • Department Head < \$5000 • Dean • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • Purchasing/HUB Coordinator • VPBF | <ul style="list-style-type: none"> • VPBF |
| 22.2 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"> • Department Head <\$5000 • Dean • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • Purchasing/HUB Coordinator • VPBF | <ul style="list-style-type: none"> • VPBF |
| 22.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i> | | | |
| 22.3.1 Department <i>Contract limiting application to specific Department.</i> | <ul style="list-style-type: none"> • Department Head • Dean • Vice President • CIO • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • VPBF |
| 22.3.2 System Offices <i>Contract providing System Office computing application.</i> | <ul style="list-style-type: none"> • CIO • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • VPBF |
| 22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i> | <ul style="list-style-type: none"> • Department Head • Dean • Appropriate Vice President | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • CEO/President |

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|--|---|--|--|
| | <ul style="list-style-type: none"> • CEO/President (only for memberships purchased by President's Office) | | |
| 22.4.1 Professional/Service Associations <i>Purchase by TAMUS 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"> • Department Head • Dean • Appropriate Vice President • CEO/President (only for memberships purchased by President's Office) | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • CEO/President |
| 22.4.2 Social/Individual <i>Purchase by TAMUS on behalf of an individual of a membership in a social organization.</i> | <ul style="list-style-type: none"> • Department Head • Dean • Appropriate Vice President • CEO/President (only for memberships purchased by President's Office) | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • CEO/President |
| 22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i> | <ul style="list-style-type: none"> • Director of Library • CIO | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i> | <ul style="list-style-type: none"> • Director of Library | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>) | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • Chancellor • Board of Regents | <ul style="list-style-type: none"> • Chancellor • Board of Regents |
| 22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Purchasing | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • VPBF |
| 22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3) | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • Chancellor | <ul style="list-style-type: none"> • Chancellor |

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|---|--|--|--|
| 22.10 Financing Service Agreements related to the acquisition of good or services. | <ul style="list-style-type: none"> • VPBF • CEO/President | <ul style="list-style-type: none"> • Chancellor • Board of Regents | <ul style="list-style-type: none"> • Chancellor • Board of Regents |
| 23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01) ¹ * Monetary Categories Above Do Not Apply to this Section | | | |
| 23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property. | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office • OGC • FAM | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property. | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office • OGC • FAM | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property. ○ SOBA and OGC must approve prior to CEO accepting gift. | <ul style="list-style-type: none"> • VPIA • VPBF • CEO/President • System Real Estate Office • OGC • Fixed Asset Manager | <ul style="list-style-type: none"> • Chancellor | |
| 23.4 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"> ○ SREO oversees all activities required to dispose of or exchange real property. ○ Member CEOs may recommend disposal or exchange of System real property. | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office • OGC • Fixed Asset Manager | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.5 Lease of Real Property | | | |
| 23.5.1 TO 3 rd Parties | <ul style="list-style-type: none"> • VPBF • System Real Estate | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |

¹ 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.

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|--|--|--|---|
| <ul style="list-style-type: none"> ○ Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5. ○ Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1 | | | |
| <p>23.5.2 FROM 3rd Parties Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUS use for a specified period. See SR 41.01.01, §4 and SR 41.01.01, §6</p> <ul style="list-style-type: none"> ○ | <ul style="list-style-type: none"> ● VPBF ● CEO/President ● System Real Estate Office | <ul style="list-style-type: none"> ● VPBF/ CEO/President | |
| <p>23.5.3 Student Retreat Facility Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</p> | <ul style="list-style-type: none"> ● VPBF ● CEO/President ● System Real Estate Office | <ul style="list-style-type: none"> ● VPBF/ CEO/President | |
| 23.6 Easements (SP 41.01, §6) | | | |
| <p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p> | <ul style="list-style-type: none"> ● VPBF ● CEO/President ● System Real Estate Office | <ul style="list-style-type: none"> ● Chancellor ● Board of Regents | |
| <p>23.6.2 System as Grantee (easement across 3rd party's property) (Requires BOR approval if over \$300,000)</p> | <ul style="list-style-type: none"> ● VPBF ● CEO/President ● System Real Estate Office | <ul style="list-style-type: none"> ● Chancellor ● Board of Regents | |
| <p>23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)</p> | <ul style="list-style-type: none"> ● VPBF ● CEO/President ● System Real Estate Office | <ul style="list-style-type: none"> ● Chancellor ● Board of Regents | |
| 23.7 Housing Agreements | | | |

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|---|--|--|---|
| 23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Director Residential Living | <ul style="list-style-type: none"> • VPBF | |
| 23.7.2 Residence Hall <i>On-campus student housing.</i> | <ul style="list-style-type: none"> • Housing Staff • Director Residential Living | <ul style="list-style-type: none"> • VPSE • VPBF | |
| 23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i> | <ul style="list-style-type: none"> • N/A | <ul style="list-style-type: none"> • N/A | |
| 23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i> | <ul style="list-style-type: none"> • Director Residential Living • Controller | <ul style="list-style-type: none"> • VPBF | |
| 23.8 Other Grants of Rights in Real Property | | | |
| 23.8.1 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"> • Department Head • Controller • VPBF | <ul style="list-style-type: none"> • VPBF/ CEO/President | |
| 23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd 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"> • Department Head • Controller • VPBF | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5 | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • Chancellor | |

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|---|---|--|---|
| Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents) | <ul style="list-style-type: none"> • CEO/President • System Real Estate Office | <ul style="list-style-type: none"> • Board of Regents | |
| 23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.) | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6) | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements | <ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office | <ul style="list-style-type: none"> • Chancellor • Board of Regents | |
| 24. RESEARCH AGREEMENTS | | | |
| 24.1 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"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • CEO/President ≥ \$50,000 • VPRC | <ul style="list-style-type: none"> • CEO/President |

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|--|---|--|---|
| 24.2 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"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • VPRC • CEO/President ≥ \$50,000 | <ul style="list-style-type: none"> • VPRC • CEO/President |
| 24.3 Proposal Submissions | <ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • VPRC | <ul style="list-style-type: none"> • CEO/President • VPRC |
| 24.4 Teaming Agreements | <ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • VPRC | <ul style="list-style-type: none"> • VPRC • CEO/President |
| 24.5 Non-disclosure Agreements | <ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research | <ul style="list-style-type: none"> • VPRC | <ul style="list-style-type: none"> • CEO/President • VPRC |

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|---|---|--|---|
| | <ul style="list-style-type: none"> • Provost/VPAA • Controller • VPBF | | |
| 24.6 Material Transfer Agreements | <ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • VPRC | <ul style="list-style-type: none"> • CEO/President |
| 24.7 Testing/Analytical Agreements | <ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • VPRC | <ul style="list-style-type: none"> • CEO/President • VPRC |
| 24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i> | <ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Senior Administrator • VPRC • Director Office of Sponsored Research • Provost/VPAA • Controller • VPBF | <ul style="list-style-type: none"> • VPRC | <ul style="list-style-type: none"> • CEO/President • VPRC |
| 25. REVENUE GENERATING AGREEMENTS | | | |
| 25.1 Revenue Generating | <ul style="list-style-type: none"> • Department Head • Purchasing | <ul style="list-style-type: none"> • Purchasing • VPBF | <ul style="list-style-type: none"> • CEO/President |

| 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"> • Controller • VPBF • TAMUS OGC | | |
| 26. SALES AGREEMENTS (TAMUS providing goods or services) | | | |
| 26.1 Consultant/Professional Service Agreements <i>TAMUS acting as consultant or performing professional service (including testing services).</i> | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Provost/VPAA (academic) • VPBF | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 26.1.1 Analysis Testing | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • VPBF | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 26.2 Property Transfer Agreements (inventoried and non-inventoried items) | | | |
| 26.2.1 Transfer or surplus property | <ul style="list-style-type: none"> • Department Head • Purchasing/ Fixed Asset Manager • Controller • VPBF | <ul style="list-style-type: none"> • Purchasing • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 26.2.2 Transfer within the System | <ul style="list-style-type: none"> • Department Head • Purchasing/ Fixed Asset Manager | <ul style="list-style-type: none"> • Department Head • Purchasing/ Fixed Asset Manager | <ul style="list-style-type: none"> • Department Head • Purchasing/ Fixed Asset Manager |
| 26.2.3 Transfer to another state agency | <ul style="list-style-type: none"> • Department Head • Purchasing/ Fixed Asset Manager • Dean/Senior Admin. • Controller | <ul style="list-style-type: none"> • Controller • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 26.2.4 Transfer to an independent third party | <ul style="list-style-type: none"> • Department Head • Purchasing/ Fixed Asset Manager • Dean/Senior Admin. • Controller | <ul style="list-style-type: none"> • Controller • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 27. SERVICES AGREEMENTS (TAMUS acquiring services) | | | |
| 27.1 Educational Testing Services | <ul style="list-style-type: none"> • Director of Ed. Services | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |

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|---|---|--|---|
| 27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i> | <ul style="list-style-type: none"> • Department Head • Purchasing • Dean/Senior Admin. | <ul style="list-style-type: none"> • VPBF > \$50,000 • Purchasing < \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 27.3 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"> • Department Head • Purchasing | <ul style="list-style-type: none"> • VPBF > \$50,000 • Purchasing < \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 27.4 Maintenance Agreements | | | |
| 27.4.1 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"> • Department Head • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • VPBF |
| 27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i> | <ul style="list-style-type: none"> • Department Head • Purchasing/HUB Coordinator | <ul style="list-style-type: none"> • Purchasing | <ul style="list-style-type: none"> • VPBF |
| 27.5 Non-academic Instruction <i>Recreational Sports</i> | <ul style="list-style-type: none"> • Director of Rec. Sports • VPSEES • HR | <ul style="list-style-type: none"> • VPSEES ≤ \$50,000 • VPBF > \$50,000 | <ul style="list-style-type: none"> • CEO/President |
| 27.6 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 19 herein.</i> | <ul style="list-style-type: none"> • Department Head • Purchasing • Dean • Appropriate VP | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i> | <ul style="list-style-type: none"> • Department Head • Purchasing • Dean | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |

| 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>Agreements for outside counsel must comply with Section 19 herein.</i> | | | |
| 27.8 Student Medical Services | <ul style="list-style-type: none"> • University Medical Dr. • AVP SEEES • Purchasing | <ul style="list-style-type: none"> • VPBF • VPSEES | <ul style="list-style-type: none"> • CEO/President |
| 27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i> | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 28. SPECIAL EVENTS | | | |
| 28.1 Conference/Short-Course | <ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Appropriate Vice President | <ul style="list-style-type: none"> • Provost/VPAA • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 28.2 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"> • Department Head • Dean/Senior Adm. • Appropriate Vice President | <ul style="list-style-type: none"> • Provost/VPAA • VPBF | <ul style="list-style-type: none"> • CEO/President |
| 29. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above.</i> | <ul style="list-style-type: none"> • Department Head • Dean • Provost/VPAA | <ul style="list-style-type: none"> • VPBF | <ul style="list-style-type: none"> • CEO/President |
| | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • |
| | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • |
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