

**WEST TEXAS A&M UNIVERSITY
THE TEXAS A&M UNIVERSITY SYSTEM
Chancellor’s Delegation of Authority for Contract Administration
Fiscal Year 2018**

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/Vice President for Business and Finance or the CEO/President 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	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
CFO	Chief Financial Officer		
CIO	Chief Information Officer		
ED-FPC	Executive Director, Facilities, Planning & Construction	SYCO	System Marketing & Communications
FPC	Facilities, Planning & Construction	System	The Texas A&M University System
HUB	Historically Underutilized Businesses	TTC	AVC, Texas A&M System Technology Commercialization
OGC	Office of General Counsel	PI	Principal Investigator/Research
PD	Director, Procurement	VCR	Vice Chancellor for Research

VPAA	Vice President for Academic Affairs/Provost
VPBF	Vice President for Business and Finance
VPIA	Vice President for Institutional Advancement
VPRC	Vice President for Research and Compliance
VPSE	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 Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, 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 • VPBF 	<ul style="list-style-type: none"> • Purchasing (P.O.) • 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 • CEO/President 	<ul style="list-style-type: none"> • Athletic Director ≤ \$25,000 • VPBF > \$25,000 	<ul style="list-style-type: none"> • CEO/President
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Dept. Head ≤ \$3,000 	<ul style="list-style-type: none"> • VPBF

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	<ul style="list-style-type: none"> • Dean \geq \$1,000 and $<$ \$10,000 • Vice President \geq \$10,000 • Purchasing • HUB Coordinator 	<ul style="list-style-type: none"> • Dean/Senior Admin. $>$\$3,000 and \leq \$5,000 • Purchasing $>$ \$5,000 • HUB Coordinator $>$ \$5,000 	
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 \leq \$3,000 • Dean/Senior Admin. $>$\$3,000 and \leq \$5,000 • Purchasing $>$ \$5,000 • HUB Coordinator $>$ \$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 	<ul style="list-style-type: none"> • Rec Sports Director \leq \$25,000 • VPBF $>$ \$25,000 	<ul style="list-style-type: none"> • CEO/President
5. COLLECTION AGENCY AGREEMENTS			
5.1 Collection of Accounts (See 5.1.1 below). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General. [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 	<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)	<ul style="list-style-type: none"> • Department Head (\leq\$2,000) • VPBF ($\leq$ \$50,000) • Appropriate Vice President (\geq \$5,000) • SSC Management 	<ul style="list-style-type: none"> • CEO/President ($>$ \$50,000) 	

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	<ul style="list-style-type: none"> • HUB Coordinator 		
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • SSC Management • 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.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
8.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • VPIA 	<ul style="list-style-type: none"> • VPIA 	<ul style="list-style-type: none"> • CEO/President < \$1,000,000 • Chancellor ≥ \$1,000,000
8.2 Real Property <i>(including all bequests)</i> <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
9. EMPLOYMENT APPOINTMENTS			

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)
9.1 Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	<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 (<i>Rank of Associate Professor, Assistant Professor, Instructor</i>)	<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 (<i>e.g. Visiting Faculty Titles & Lecturer Titles</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
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting 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
9.1.5 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</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

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<i>an Academic Administrative Services Center or Institute</i>			
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 	<ul style="list-style-type: none"> • CEO/President 	<ul style="list-style-type: none"> • CEO/President
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			

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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 	<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 	<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 • VPBF 	<ul style="list-style-type: none"> • CEO/President 	<ul style="list-style-type: none"> • CEO/President
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>WTAMU 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 WTAMU-owned equipment.</i>	<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
11.2 Equipment Lease for <i>WTAMU-Related Activities Non-employee (student, conference, etc.) rental for a specified period of WTAMU-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 	<ul style="list-style-type: none"> • VPBF

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11.2.1 Rental Vehicles <i>(Non-WTAMU Lessee)</i>	<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
11.2.2 Equipment	<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
WTAMU as Lessee			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for WTAMU 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 	<ul style="list-style-type: none"> • VPBF
11.4 Equipment Lease (Rental) <i>Rental of equipment for WTAMU 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 	<ul style="list-style-type: none"> • VPBF
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

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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
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
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			

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)
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 /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<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
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <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>	<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 (Technology Transfer)	<ul style="list-style-type: none"> • Inventor • Department Head • Dean • Provost/VPAA • CEO/President 	<ul style="list-style-type: none"> • VPBF • TAMUS OTC 	<ul style="list-style-type: none"> • CEO/President • Vice Chancellor for Business Services • TAMUS OTC

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	<ul style="list-style-type: none"> • TAMUS Office of Tech. Comm. • TAMUS OGC 		
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 • 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
16.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • Inventor • 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 • 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 	<ul style="list-style-type: none"> • VPBF • VPRC 	<ul style="list-style-type: none"> • CEO/President • VPRC

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"> • Dean • Provost/VPAA • Director Office of Sponsored Research 		
16.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Director of Development • Provost/VPAA • VPBF • CEO/President 	<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
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"> • Department Head • Purchasing • 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 	<ul style="list-style-type: none"> • CEO/President 	<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"> • VPBF • TAMUS OGC 		
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
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	<ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. 	<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>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> • Controller 		
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (<i>See 18.1.1 below</i>) <i>All settlements shall have concurrence of the WTAMU 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
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 WTAMU and non-TAMUS entities; contracts to perform educational and service activities consistent with the WTAMU mission.</i>	<ul style="list-style-type: none"> • Department Head • Dean/Senior Adm. • Provost/VPAA (academic) • VPBF 	<ul style="list-style-type: none"> • Dean/ Senior Admin. < \$50,000 • 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"> • Dean/ Senior Admin. < \$50,000 • 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 	<ul style="list-style-type: none"> • Provost/VPAA 	<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)
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"> • Provost • Department Head • Dean/Senior Adm. • 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			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between WTAMU and non-TAMUS entities that are non-academic in nature.</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"> • CEO/President
22. PURCHASE AGREEMENTS (WTAMU acquiring goods and non-professional services)			
22.1 WTAMU Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by WTAMU 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 • Dean \geq \$1,000 and < \$10,000 • Vice President \geq \$10,000 • Purchasing • HUB Coordinator 	<ul style="list-style-type: none"> • Dept. Head \leq \$3,000 • Dean/Senior Admin. > \$3,000 and \leq \$5,000 • Purchasing > \$5,000 • HUB Coordinator > \$5,000 	<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 • Dean \geq \$1,000 and < \$10,000 • Vice President \geq \$10,000 • Purchasing • HUB Coordinator 	<ul style="list-style-type: none"> • Dept. Head \leq \$3,000 • Dean/Senior Admin. > \$3,000 and \leq \$5,000 • Purchasing > \$5,000 • HUB Coordinator > \$5,000 	<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 < \$1,000 • Dean \geq \$1,000 and < \$5,000 	<ul style="list-style-type: none"> • Purchasing 	<ul style="list-style-type: none"> • VPBF

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"> • Vice President ≥ \$5,000 • Purchasing • CIO • HUB Coordinator 		
<p>22.3.2 System Offices <i>Contract providing WTAMU computing application.</i></p>	<ul style="list-style-type: none"> • CIO • Purchasing • HUB Coordinator 	<ul style="list-style-type: none"> • Purchasing 	<ul style="list-style-type: none"> • VPBF
<p>22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i></p>	<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
<p>22.4.1 Professional/Service Associations <i>Purchase by WTAMU on behalf of an individual, group or the institution of a membership in a professional or service organization.</i></p>	<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
<p>22.4.2 Social/Individual <i>Purchase by WTAMU on behalf of an individual of a membership in a social organization.</i></p>	<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
<p>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></p>	<ul style="list-style-type: none"> • Director of Library 	<ul style="list-style-type: none"> • Director of Library ≤ \$50,000 • Provost > \$50,000 	<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)
22.6 Library Subcontracts <i>WTAMU library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Director of Library 	<ul style="list-style-type: none"> • Director of Library ≤ \$50,000 • Provost > \$50,000 	<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
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"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office • OGC 	<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"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office • OGC 	<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"> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i> 	<ul style="list-style-type: none"> • VPIA • VPBF • CEO/President • System Real Estate Office • OGC 	<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"> • VPBF • CEO/President 	<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.

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"> ○ <i>SREO oversees all activities required to dispose of or exchange real property.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> ● System Real Estate Office ● OGC 		
23.5 Lease of Real Property			
<p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <i>Lease of WTAMU-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>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</i> 	<ul style="list-style-type: none"> ● VPBF ● System Real Estate 	<ul style="list-style-type: none"> ● Chancellor ● Board of Regents 	
<p>23.5.2 FROM 3rd Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUS use for a specified period.</i></p> <p><i>See SR 41.01.01, §4 and SR 41.01.01, §6</i></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</p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for WTAMU use for a specific student retreat.</i></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 	

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)
23.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office 	<ul style="list-style-type: none"> • Chancellor • Board of Regents 	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<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			
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/ CEO/President 	
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/ CEO/President 	
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,	<ul style="list-style-type: none"> • Department Head • Controller • VPBF 	<ul style="list-style-type: none"> • Chancellor • Board of Regents 	

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)
stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2			
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 Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> • VPBF • CEO/President • System Real Estate Office 	<ul style="list-style-type: none"> • Chancellor • Board of Regents 	
23.8.6 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"> • 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 	
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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • VPRC 	<ul style="list-style-type: none"> • CEO/President • VPRC

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)
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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • VPRC 	<ul style="list-style-type: none"> • CEO/President • VPRC
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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • 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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • VPRC 	<ul style="list-style-type: none"> • CEO/President • VPRC
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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • 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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • VPRC 	<ul style="list-style-type: none"> • CEO/President • VPRC
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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • 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"> • VPBF < \$50,000 • CEO/President ≥ \$50,000 • 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 		
26. SALES AGREEMENTS (WTAMU providing goods or services)			
26.1 Consultant/Professional Service Agreements <i>WTAMU 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"> • Dean/ Senior Admin. < \$50,000 • Provost/VPAA (academic) • VPBF/VPBF (non-acad.) (≥ \$50,000 	<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 • 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 	<ul style="list-style-type: none"> • Department Head • Purchasing 	<ul style="list-style-type: none"> • Department Head • Purchasing
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Department Head • Purchasing • 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 • Dean/Senior Admin. • Controller 	<ul style="list-style-type: none"> • Controller • VPBF 	<ul style="list-style-type: none"> • CEO/President
27. SERVICES AGREEMENTS (WTAMU acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Director of Ed. Services 	<ul style="list-style-type: none"> • VPSE 	<ul style="list-style-type: none"> • VPSE
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 	<ul style="list-style-type: none"> • CEO/President
27.3 Lecture/Seminar Speaker Agreements	<ul style="list-style-type: none"> • Department Head 	<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>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> • Purchasing 		
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 • VPSE • CEO/President 	<ul style="list-style-type: none"> • VPSE ≤ \$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 18 herein.</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
27.7 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>	<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
27.8 Student Medical Services	<ul style="list-style-type: none"> • University Medical Dr. 	<ul style="list-style-type: none"> • VPBF • VPSE 	<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"> • Asst. V.P. of Student Engagement • Purchasing 		
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"> •
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