

**WEST TEXAS A&M UNIVERSITY**  
**President's Delegation of Authority for Contract Administration**  
**Fiscal Year 2023**

**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. Furthermore, in accordance with System Policy 25.07, §6, CEOs have the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and may delegate such authority to designees.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for (1) all contracts less than \$750,000, and (2) all contracts described in System Policy 25.07, §3, is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Executive Vice President & Provost or the VP for Business & Finance is delegated the authority to execute the contract.

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	S-CFO	System Chief Financial Officer
AVC	Associate Vice Chancellor	SERO	System Energy Resource Office
BOR	Board of Regents	SOBA	System Office of Budgets & Accounting
		SR	System Regulation
CEO	Chief Executive Officer	SREO	System Real Estate Office
CIO	Chief Information Officer	SP	System Policy
			Texas A&M Sponsored Research Services -
		SRS	Director, Assoc. Executive Director, &
			Executive Director
		SYCO	System Marketing & Communications

ED-FPC	Executive Director, Facilities, Planning & Construction	System	The Texas A&M University System
FPC	Facilities, Planning & Construction	TTC	Texas A&M Technology Commercialization
HUB	Historically Underutilized Businesses	PI	Principal Investigator/Research
OGC	Office of General Counsel	VCR	Vice Chancellor for Research
PD	Executive Director, Procurement	VCBA	Vice Chancellor for Business Affairs
EVPP	Executive Vice President and Provost		
VPBF	Vice President for Business & Finance		
VPPER	Vice President for Philanthropy & External Relations		
VPRC	Vice President for Research & Compliance		
VPSEES	Vice President for Student Engagement, Enrollment & Success		
VPSR	Vice President for Strategic Relations		

**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 a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
  - 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 comply 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 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to Director of Procurement & Contracts to ensure proper reporting is completed.
- 6 Questions regarding contract administration should be directed to the Office of Director of Procurement and Contracts, 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)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Director of Communication &amp; Marketing</li> <li>• Purchasing</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
1.2 RELLIS Advertising Agreements	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Director of Communication &amp; Marketing</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• VPBF</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• EVPP (as appropriate)</li> <li>• VPBF</li> <li>• TAMUS OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• EVPP (as appropriate)</li> <li>• VPBF</li> <li>• TAMUS OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>3. ARTICULATION AGREEMENTS</b>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>
<b>4. ATHLETIC AGREEMENTS</b> * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic Director &lt; \$50,000</li> <li>• VPBF &gt; \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• VPBF</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic Director &lt; \$25,000</li> <li>• VPBF &gt; \$25,000</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean &gt; \$1,000 and &lt; \$10,000</li> <li>• Vice President &gt; \$10,000</li> <li>• Purchasing/HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• AD &lt; \$5,000</li> <li>• Purchasing &gt; \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean &gt; \$1,000 and &lt; \$10,000</li> <li>• Vice President &gt; \$10,000</li> <li>• Purchasing/HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• AD &lt; \$5,000</li> <li>• Purchasing &gt; \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
4.5 Athletic Facility Rental Agreements			

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>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"> <li>• Rec. Sports Director</li> <li>• VPSEES</li> <li>• Budget</li> <li>• VPBF</li> <li>• CEO/President</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>5. COLLECTION AGENCY AGREEMENTS</b>			
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>			
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"> <li>• Controller</li> <li>• VPBF</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	
<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>			
6.1 Minor Projects by SSC (Less than \$4,000,000)	<ul style="list-style-type: none"> <li>• Department Head ≤ \$2,000</li> <li>• VPBF ≤ \$50,000</li> <li>• Appropriate Vice President &gt; \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF &lt; \$100,000</li> <li>• CEO/President &gt; \$100,000</li> </ul>	
6.1.1 Minor projects by SSC	<ul style="list-style-type: none"> <li>• DFC</li> <li>• Purchasing/HUB Coordinator</li> <li>• Department Head &gt; \$2,000</li> <li>• Appropriate Vice President &gt;\$5,000</li> <li>• SSC Management DFC</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF &lt; \$100,000</li> <li>• CEO/President &gt; \$100,000</li> </ul>	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>• SSC Management</li> <li>• DFC</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO/President</li> </ul>	

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	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO /President</li> <li>• Treasury Services</li> <li>• TAMUS FPC (&amp;HUB)</li> <li>• TAMUS Chief Business Officer</li> <li>• General Counsel</li> <li>• Chancellor</li> </ul>		
<p>6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i></p>	<ul style="list-style-type: none"> <li>• 6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)</li> </ul>	<ul style="list-style-type: none"> <li>• SSC Management</li> <li>• DFC</li> <li>• VPBF</li> <li>• CEO/President</li> <li>• Treasury Services</li> <li>• TAMUS FPC (&amp;HUB)</li> <li>• TAMUS Chief Business Officer</li> <li>• General Counsel</li> <li>• Chancellor</li> </ul>	
<b>7. CONSULTING AGREEMENTS</b>			
<p>7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i></p>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
<p>7.2 Statutory Consulting Agreements <i>Providing consulting services to 3<sup>rd</sup> parties</i></p>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
<b>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>			
<p>8.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i></p>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• Fixed Asset Manager</li> <li>• VPPER</li> </ul>	<ul style="list-style-type: none"> <li>• VPPER</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President &lt; \$1,000,000</li> <li>• Chancellor &gt; \$1,000,000</li> </ul>
<p>8.2 Real Property <i>(including all bequests)</i> <i>All decisions involving accepting donations of real property should be</i></p>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.

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<i>coordinated through the SREO pursuant to SP 41.01.</i>			
8.3 Intellectual Property Gifts	See Section 16.10 herein	See Section 16.10 herein.	See Section 16.10 herein.
<b>9. EMPLOYMENT APPOINTMENTS</b>			
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"> <li>• Department Tenure &amp; Promotion Committee</li> <li>• Department Head</li>   <li>• College Tenure &amp; Promotion Committee</li> <li>• Dean</li> <li>• Univ. Tenure &amp; Promotion Committee</li> <li>• EVPP</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Board of Regents</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Board of Regents</li> </ul>
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"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>
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"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>

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<i>Department Head, Interim Head, Acting Head</i>			
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"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• Director of Education on Demand</li> <li>• Department Head</li> <li>• Dean</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>
9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> <li>• HR</li> <li>• Business Office</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>



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9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• Department Head</li> <li>• Dean</li> <li>• Appropriate Vice President</li> <li>• Athletic Director (if Athletic employed)</li> <li>• Dean of Graduate School</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>
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"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP (academic)</li> <li>• Appropriate Vice President</li> <li>• Athletic Director(if Athletic employed)</li> <li>• VPBF</li> <li>• HR</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP (academic)</li> <li>• Appropriate Vice President</li> <li>• Athletic Director(if Athletic employed)</li> <li>• VPBF</li> <li>• HR</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP (academic)</li> <li>• Appropriate Vice President</li> <li>• Athletic Director(if Athletic employed)</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

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	<ul style="list-style-type: none"> <li>HR</li> </ul>		
<b>10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>TAMUS Risk Management</li> </ul>
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<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"> <li>Department Head</li> <li>Dean/Senior Adm.</li> <li>Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing Director</li> <li>VPBF</li> </ul>	<ul style="list-style-type: none"> <li>VPBF</li> </ul>
11.2 Equipment Lease for WTAMU -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of WTAMU - owned equipment.</i>	<ul style="list-style-type: none"> <li>Department Head</li> <li>Dean/Senior Adm.</li> <li>Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing Director</li> <li>VPBF</li> </ul>	<ul style="list-style-type: none"> <li>VPBF</li> </ul>
11.2.1 Rental Vehicles <i>(Non- WTAMU Lessee)</i>	<ul style="list-style-type: none"> <li>Department Head</li> <li>Dean/Senior Adm</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing Director</li> <li>VPBF</li> </ul>	<ul style="list-style-type: none"> <li>VPBF</li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>Department Head</li> <li>Dean/Senior Adm.</li> <li>Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing Director</li> <li>VPBF</li> </ul>	<ul style="list-style-type: none"> <li>VPBF</li> </ul>
<i>WTAMU as Lessee</i>			
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"> <li>Department Head</li> <li>Dean/Senior Adm.</li> <li>Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing Director</li> <li>VPBF</li> </ul>	<ul style="list-style-type: none"> <li>VPBF</li> </ul>
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"> <li>Department Head</li> <li>Dean/Senior Adm.</li> <li>Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing Director</li> <li>VPBF</li> </ul>	<ul style="list-style-type: none"> <li>VPBF</li> </ul>
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> <li>VPBF</li> <li>CEO/President</li> <li>System Real Estate Office</li> </ul>	<ul style="list-style-type: none"> <li>Chancellor</li> <li>Board of Regents</li> </ul>	<ul style="list-style-type: none"> <li>Chancellor</li> <li>Board of Regents</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> <li>• General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> <li>• General Counsel</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>• Treasurer Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)</b>			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• Director Financial Aid</li> <li>• VPSEES</li> <li>• Controller</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF &lt; \$50,000</li> <li>• CEO/President ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF &lt; \$50,000</li> <li>• CEO/President ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
14.4 Funding Agreements <i>(Non-Academic; Non-Sponsored Research)</i>	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> <li>• Controller</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF &lt; \$50,000</li> <li>• CEO/President ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
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"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <b><u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u></b>	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
15.6 Administrative Contracts	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
<b>16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement ( <i>Technology Transfer</i> )	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.2.1 Non-Patent License Agreement ( <i>Technology Transfer</i> ) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.2.2 Non-Patent License Agreement ( <i>Technology Transfer</i> ) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.6 Inter-Institutional Agreement ( <i>educational institutions</i> )	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.7.1 Assignment of Intellectual Property to Third Party ( <i>IP does not exist at time of Sponsored Research Agreement</i> )	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves waiver of ownership of IP created under Sponsored Research Agreement</li> <li>• Upon creation of IP, assignment executed by VCR</li> </ul>	
16.1.7.2 Assignment of Intellectual Property to Third Party ( <i>Existing IP</i> )	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> <li>• TTC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• Assignment executed by VCR</li> </ul>	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.9 Material Transfer Agreement covering System Intellectual	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
Property ( <i>Commercial and Non-Commercial</i> )	<ul style="list-style-type: none"> <li>• OGC</li> <li>• VCR</li> </ul>		
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TTC</li> <li>• ECO</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators</li> </ul>	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• If IP Creators still employed at System cannot agree within 3 months of execution of a license, then member CEO decides relative weighting of IP in license agreement</li> </ul>	
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEOs approve for their member</li> <li>• If CEOs cannot agree, then Chancellor or VCR decides sharing among members for the IP</li> </ul>	
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEOs approve for their member</li> <li>• If CEOs cannot agree, then Chancellor or VCR decides relative weighting of IP in license agreement</li> </ul>	
16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• CEO</li> <li>• TTC</li> <li>• OGC for trademarks</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• TTC controls prosecution and registrations</li> <li>• CEO approves expenses for member</li> </ul>	
16.2.5 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• CEO</li> <li>• TTC</li> <li>• OGC for trademarks</li> </ul>	<ul style="list-style-type: none"> <li>• TTC controls prosecution and registrations</li> <li>• CEO approves expenses for member</li> </ul>	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
16.4 Nondisclosure/Confidentiality Agreements			

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)
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities ( <i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i> )	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.6 Business Entity to Commercialize System Intellectual Property			
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> <li>• Member Commercialization Office (if Member sponsored creation of Entity)</li> <li>• CEO (If Member sponsored creation of Entity)</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>• VCR</li> </ul>		
<b>16.7 Intellectual Property Gifts</b>			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• VCR</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> <li>• TTC (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO via OGC process</li> <li>• VCR (if patent)</li> </ul>	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TTC</li> <li>• OGC</li> <li>• SOBA</li> <li>• VCR</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or VCR</li> </ul>	
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> <li>• TTC (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO</li> <li>• VCR (if patent)</li> </ul>	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> <li>• TTC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR</li> </ul>	
<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b> * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Admin.</li> <li>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>STATE AGENCY governed by Texas Government Code Chapter 771</i>			
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"> <li>• Department Head</li> <li>• Dean/Senior Admin.</li> <li>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>18. INTRA-SYSTEM AGREEMENT</b> * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
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"> <li>• Department Head</li> <li>• Dean/Senior Admin.</li> <li>• Purchasing</li> <li>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
18.2 RELLIS Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>			
19.1 Litigation (See 19.1.1 below) <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: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b> <b>More than \$300,000 BOR</b>	<ul style="list-style-type: none"> <li>• OGC</li> <li>• Chancellor</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor (more than \$300K BOR)</li> </ul>
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"> <li>• Department Head</li> <li>• OGC</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC</b>			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between WTAMU and non-WTAMU</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• EVPP (academic)</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP (academic)</li> <li>• VPBF (non-acad.) ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>entities; contracts to perform educational and service activities consistent with the WTAMU mission.</i>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>		
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• EVPP (academic)</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP (academic)</li> <li>• VPBF (non-acad.) ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• EVPP (academic)</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
20.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• Director External Programs</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
20.5 Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for WTAMU' students.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• VPSEES</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• Dean of College</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> </ul>
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• WTAMU</li> <li>• Employer</li> <li>• Director, Student Fin. Aid</li> <li>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between WTAMU and non-WTAMU entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>22. PURCHASE AGREEMENTS (WTAMU acquiring goods and services not addressed in Section 27 )</b>			
22.1 WTAMU Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms</i>	<ul style="list-style-type: none"> <li>• Department Head &lt; \$5000</li> <li>• Dean</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>promulgated by WTAMU, which are processed through the appropriate bid process in accordance with WTAMU policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• HUB Coordinator</li> </ul>		
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"> <li>• Department Head &lt; \$5000</li> <li>• Dean</li> <li>• Purchasing</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
22.3 Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• Vice President</li> <li>• VPIT/CIO</li> <li>• Purchasing/</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> <li>• VPIT/CIO</li> <li>• Purchasing/</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
22.3.3 Intellectual Property (non through TTC) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• Appropriate Vice President</li> <li>• CEO/President (only for memberships purchased by President's Office or for Direct Reports of the CEO/President)</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
22.4.1 Professional/Service Associations	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>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"> <li>• Appropriate Vice President</li> <li>• CEO/President (only for memberships purchased by President's Office or for Direct Reports of the CEO/President)</li> </ul>		
22.4.2 Social/Individual <i>Purchase by WTAMU on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• Appropriate Vice President</li> <li>• CEO/President (only for memberships purchased by President's Office or for Direct Reports of the CEO/President)</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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"> <li>• Director of Library</li> <li>• EVPP</li> <li>• VPIT/CIO</li> </ul>	<ul style="list-style-type: none"> <li>• VPIT/CIO</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
22.6 Library Subcontracts <i>WTAMU library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• Director of Library</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Board of Regents</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Board of Regents</li> </ul>
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean/Senior Adm.</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• See SP 21.05, §3</li> </ul>	<ul style="list-style-type: none"> <li>• See SP 21.05, §3</li> </ul>
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Board of Regents</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Board of Regents</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO/President</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>			
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"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• BOR approval required if consideration is over \$1,000,000</li> <li>• Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less</li> </ul>	
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"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or S-CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor, S-CFO or General Counsel executes all documents (<b>after BOR approval</b>)</li> </ul>	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> <li>○ SOBA and OGC must approve prior to CEO accepting gift.</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO and/or SERO</li> <li>• OGC</li> <li>• SOBA</li> </ul>	<ul style="list-style-type: none"> <li>• CEO can accept after approval of OGC and SOBA</li> <li>• S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices</li> </ul>	
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"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> <li>○ Member CEOs may recommend disposal or exchange of System real property.</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO executes after BOR approval, if necessary</li> </ul>	
23.5 Lease of Real Property			
23.5.1 TO 3 <sup>rd</sup> Parties <ul style="list-style-type: none"> <li>○ Lease of SYSTEM-owned facilities and/or land for a period. SREO shall</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR</li> </ul>	

<sup>1</sup> 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)
<p><i>review leases as required by SR 41.01.01, §5.</i></p> <ul style="list-style-type: none"> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul>	<ul style="list-style-type: none"> <li>● OGC</li> <li>● Chancellor or S-CFO (if property assigned to System Offices)</li> </ul>		
<p>23.5.2 FROM 3<sup>rd</sup> Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for WTAMU use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> <li>● VPBF</li> <li>● CEO</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● CEO, Chancellor or S-CFO depending on term, amount and property assignment.</li> </ul> <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> <li>● <b>5 yrs. or less/\$500,000 or less – CEO or S-CFO</b></li> <li>● <b>10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO</b></li> <li>● <b>More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval</b></li> </ul>	
<p>23.5.3 Student Retreat Facility <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"> <li>● VPBF</li> <li>● CEO</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● CEO</li> </ul>	
<p>23.6 Easements (SP 41.01, §6)</p>			
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> <li>● VPBF</li> <li>● CEO</li> <li>● SERO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● VCBA</li> <li>● Managing Counsel, Property &amp; Construction</li> </ul>	
<p>23.6.2 System as Grantee (easement across 3<sup>rd</sup> party's property) <b>(Requires BOR approval if over \$300,000)</b></p>	<ul style="list-style-type: none"> <li>● VPBF</li> <li>● CEO</li> <li>● SERO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● VCBA</li> <li>● Managing Counsel, Property &amp; Construction</li> <li>● Chancellor or S-CFO (if BOR approval required)</li> </ul>	
<p>23.6.3 Conditional Roadway Easements (indefinite term)</p>	<ul style="list-style-type: none"> <li>● VPBF</li> <li>● CEO</li> </ul>	<ul style="list-style-type: none"> <li>● Chancellor or S-CFO executes after BOR approval</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>		
<b>23.7 Housing Agreements</b>			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
<b>23.8 Other Grants of Rights Related to Real Property</b>			
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"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> Party Property (temporary or periodic	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> <li>• OGC</li> </ul>		
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• SERO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO</li> </ul>	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA, Landman IV or Managing Counsel, Property &amp; Construction</li> </ul>	
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• SREO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• S-CFO or VCBA</li> </ul>	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• S-CFO or VCBA</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA</li> </ul>	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>• N/A</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>24. RESEARCH AGREEMENTS</b> * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
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, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	
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"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	
24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• Director Office of Sponsored Research</li> <li>• Principal Investigator</li> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>• AREHS</li> <li>• VPRC</li> </ul>		
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	
24.5 Non-disclosure/Confidentiality Agreements	<ul style="list-style-type: none"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	
24.8 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
24.9 Misc. Research Agreements and agreements ancillary to research agreements. <i>Includes Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; etc.</i>	<ul style="list-style-type: none"> <li>• Principal Investigator</li> <li>• Director Office of Sponsored Research</li> <li>• VPRC</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• VPRC</li> <li>• CEO/President</li> </ul>	
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25.1 Revenue Generating  <i>Includes standard template Facilities Use Agreements &lt; 90 days.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing</li> <li>• Controller</li> <li>• Director of Accounting</li> <li>• VPBF</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
25.2 RELLIS Campus Revenue Generating	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>26. SALES AGREEMENTS (WTAMU providing goods or services)</b>			
26.1 Consultant/Professional Service Agreements (non-statutory) <i>WTAMU acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP(academic)</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
26.1.1 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing/Fixed Asset Manager</li> <li>• Controller</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing/Fixed Asset Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing/Fixed Asset Manager</li> <li>• Dean/Senior Admin.</li> <li>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing/Fixed Asset Manager</li> <li>• Dean</li> <li>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
26.3 Unclassified Services	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
Providing services not specified elsewhere.	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>		
<b>27. SERVICES AGREEMENTS</b> ( <i>WTAMU acquiring services</i> )			
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• Director of Ed. Services</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF &gt; \$50,000</li> <li>• Purchasing &lt; \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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"> <li>• Department Head</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF &gt; \$50,000</li> <li>• Purchasing &lt; \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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"> <li>• Department Head</li> <li>• Purchasing/</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing/</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• Director of Rec. Sports</li> <li>• VPSEES</li> <li>• HR</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP ≤ \$50,000</li> <li>• VPBF &gt; \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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).</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing</li> <li>• Dean</li> <li>• EVPP</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Agreements for outside counsel must comply with Section 19 herein.</i>			
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Purchasing</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
27.8 Student Medical Services	<ul style="list-style-type: none"> <li>• University Medical Dr.</li> <li>• AVP SEES</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> <li>• VPSEES</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>28. SPECIAL EVENTS</b>			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP (academic)</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP (academic)</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• EVPP</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
<b>29. PROCURED AGREEMENTS</b> * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with	<ul style="list-style-type: none"> <li>• Director Purchasing</li> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>

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A&M System requirements as described in System Policy 25.07, §3(c).			
<b>30. UNCLASSIFIED AGREEMENTS</b>			
30.1 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as “Not Applicable”.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Dean</li> <li>• EVPP</li> <li>• Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• VPBF</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/President</li> </ul>
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