WEST TEXAS A&M UNIVERSITY
President's Delegation of Authority for Contract Administration
Fiscal Year 2025

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts 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, the Chancellor has delegated to CEOs 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 CEOs may delegate such authority to designees.

In accordance with System Policy *25.07.01, Contract Administration, Delegations and Reporting*, the Delegation of Authority for Contract Administration for all contracts is shown on the following pages. In case of unavailability of the person who has the delegated authority, Vice President & Provost or the VP for Business and& Finance/CFO is delegated the authority to execute the contract.

*Please be aware that the monetary categories noted in the below delegation of authority are subject to Board of Regents approval for certain contracts in accordance with System policies and regulations. In accordance with System Policy *25.07, §2*, 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. Such dollar threshold does not apply to contracts described in System Policy 25.07, §3.

Legend:

Asst. AREHS	Assistant Academic & Research Environmental Health & Safety	PD	Executive Director, Procurement
AVC	Associate Vice Chancellor	PI	Principal Investigator/Research
BOR	Board of Regents		System Chief Financial Officer
CAO	Chief Administrative Officer	SOBA	System Office of Budgets & Accounting
CEO	Chief Executive Officer/President	SP	System Policy
CIO	Chief Information Officer	SR	System Regulation
DCIO	Deputy Chief Investment Officer	SREO	System Real Estate Office

ECO	Export Control Officer	SRS	West Texas A&M Sponsored Research Services - Director
ED-BA	Executive Director, Business Affairs	SYCO	System Marketing & Communications
EVPP	Executive Vice President/Provost		
S-CFOFPC	Facilities, Planning & Construction System Chief Financial Officer	System	The Texas A&M University System
FPC-CFO	Chief Facilities Officer	TI	Texas A& M Innovation
HUB	Historically Underutilized Businesses	PI	Vice Principal Investigator/Research for Business Affairs
LMO	System Land Management Office	VCR	Vice Chancellor for Research
OGC	of General Counsel	VPRC	Vice President for Research & Compliance
OGC PD	Office of General Counsel Executive Director, Procurement	VCBA	Vice President Chancellor for Business and

EVPP	Executive Vice President and Provost
VPBF	Vice President for Business & Finance
VPEM	Vice President for Enrollment Management
VPIT/CIO	Vice President for Information Technology
VPPER	Vice President for Philanthropy & External Relations
VPRC	Vice President for Research & Compliance
VPSA	Vice President for Student Affairs
VPA	Vice President for Athletics

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 $200,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency, unless exempted under the OGC contract review procedures and checklist that have been approved by the chancellor.

2 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.

3 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.

4 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 the Director of Procurement & Contracts to ensure proper reporting is completed.

5 Questions regarding contract administration should be directed to the Director of Procurement & Contracts as outlined in System Rule 25.07.99.S1, Contract Administration.

6 University does not recognize contracts signed by University employees or agents as binding on the University unless the employee who signed the contract has duly delegated signature authority.

7 Employees who sign contracts purporting to bind the University without authority may be personally liable to the contractor and the University, and may be subject to University disciplinary action, up to and including dismissal or discharge for cause.

8 Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.

9 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

10 Deputy Director and Director of RELLIS Campus are only authorized to sign contracts/agreements involving the RELLIS Campus.

	TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
1.	**ADVERTISING AGREEMENTS**			
1.1	Advertising Agreements	• Department Head • Director of Communication & Marketing • Purchasing • VPBF	• VPBF	• VPBF
2.	**AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS**			

	TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
2.1	Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	• Department Head • Dean/Senior Adm. • EVPP (as appropriate) • VPBF • TAMUS OGC	• CEO/President	• CEO/President
2.2	Private Companies & Foundations	• Department Head • Dean/Senior Adm. • EVPP (as appropriate) • VPBF • TAMUS OGC	• CEO/President	• CEO/President
3.	**ARTICULATION AGREEMENTS**			
3.1	Agreements with other institutions of higher education regarding transfer of courses	• Department Head • EVPP	• EVPP	• EVPP
4.	**ATHLETIC AGREEMENTS**			
4.1	Athletic Events *Scheduled NCAA sanctioned sporting events.*	• VPA • CEO/President	• VPA < $50,000 • VPBF > $50,000	• CEO/President
	4.1.1 Athletic Game Guarantees	• VPA • CEO/President	• VPA • CEO/President	• CEO/President
4.2	Athletic Event Sponsorship	• VPA • VPBF • CEO/President	• VPA < $25,000 • VPBF > $25,000 •	• CEO/President
4.3	Transportation Purchase Order Contracts	• Department Head • Dean > $1,000 and < $10,000 • Vice President > $10,000 • Purchasing/HUB Coordinator	• VPA < $5,000 • Purchasing > $5,000	• VPBF
4.4	Hotel Purchase Order Contracts	• Department Head • Dean > $1,000 and < $10,000	• VPA < $5,000 • Purchasing > $5,000	• VPBF

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		• Vice President > $10,000 • Purchasing/HUB Coordinator		
4.5	Athletic Facility Rental Agreements *Limited use of System property by outside entities.*	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6	Recreational Sports Event Sponsorship	• Rec. Sports Director • VPSA • Budget • VPBF • CEO/President	• VPBF <$100K	• 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.*			
	5.1.1 Collection Agency Agreements *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.*	• Controller • VPBF • CEO/President	• VPBF	
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)	• Purchasing/HUB Coordinator • Department Head > $2,000 • Appropriate Vice President >$5,000 SSC Management	• VPBF < $1,000,000 • CEO/President > $1,000,000	
6.2	Major Projects ($4,000,000 or more, but less than $10,000,000)	• SSC Management • VPBF • CEO /President • Treasury Services	• VPBF • CEO/President • Treasury Services • TAMUS FPC (&HUB)	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
	• TAMUS FPC (&HUB) • TAMUS Chief Business Officer • General Counsel • Chancellor	• TAMUS Chief Business Officer • General Counsel • Chancellor	
6.3 Architect/Engineer *Employment of Architect/Engineer for Consultant/Engineering Professional Services.*	• Purchasing/HUB Coordinator • VPBF	• VPBF • CEO/President • TAMUS FPC (&HUB) • TAMUS Chief Business Officer • General Counsel • Chancellor	
7. CONSULTING AGREEMENTS			
7.1 Statutory Consulting Agreements *Acquisition of consulting services as defined by Texas Government Code § 2254.021.*	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements *Providing consulting services to 3rd parties*	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (including consent to those with Affiliated Organizations) (SP 21.05, SR 21.05.01)			
8.1 Personal Property (*including cash or cash equivalents*) with Restrictions (*including indemnification*) on Acceptance (*including cash or cash equivalents*) See SP 21.05.	• Department Head • Dean/Senior Adm. • Fixed Asset Manager • VPPER	• VPPER • VPBF	• CEO/President < $1,000,000 • Chancellor > $1,000,000
8.2 Personal Property (*including cash or cash equivalents*) without Restrictions on Acceptance (*including naming rights/recognition*) See SP 21.05.	•	•	•
8.3 Real Property *(including all bequests)* *All decisions involving accepting donations of real property should be*	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
coordinated through the SREO pursuant to SP 41.01.			
8.4 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters (*Conditional letters of appointment to faculty*)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (*Rank of Professor, Associate Professor*)	• Department Tenure & Promotion Committee • Department Head • College Tenure & Promotion Committee • Dean • Univ. Tenure & Promotion • Committee • EVPP • CEO/President	• Chancellor • Board of Regents	• Chancellor • Board of Regents
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (*Rank of Associate Professor, Assistant Professor, Instructor*)	• Department Head • Dean • EVPP	• CEO/President	• CEO/President
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (*e.g. Visiting Faculty Titles & Lecturer Titles*)	• Department Head • Dean	• EVPP	• EVPP
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as *Dean, Interim Dean, Acting Dean*	• Department Head • Dean • EVPP	• CEO/President	• CEO/President
9.1.5 Approval of Appointment Offers – Appointment and accompanying	• Department Head • Dean	• EVPP	• EVPP

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
salary changes as *Academic Department Head, Interim Head, Acting Head*			
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as *Director of an Academic Administrative Services Center or Institute*	• Department Head • Dean • EVPP	• CEO/President	• CEO/President
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as *Associate or Assistant Dean*	• Department Head • Dean • EVPP	• CEO/President	• CEO/President
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as *Associate or Assistant Department Head, Departmental Division Head*	• Department Head • Dean • EVPP	• CEO/President	• CEO/President
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	• Department Head • Dean • EVPP	• CEO/President	• CEO/President
9.1.10 Continuing and Extension Education	• Director of Education on Demand • Department Head • Dean • Appropriate Vice President	• EVPP	• EVPP
9.1.11 Other Instructional Agreements – Temporary Hires (*part-time faculty, adjunct faculty*)	• Department Head • Dean • EVPP • HR • Business Office • Purchasing	• CEO/President	• CEO/President

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9.1.12 Off-Campus Instruction	• Department Head • Dean • EVPP	• EVPP	• EVPP
9.1.13 Graduate Assistants (*initial employment agreement for graduate student assistants*)	• Department Head • Dean • Appropriate Vice President • AD (if Athletic employed) • Dean of Graduate School	• EVPP	• EVPP
9.2 Non-Faculty Employment Appointments			
9.2.1 Approval of Appointment Offers – *Non-Classified Administrative Staff*	• Department Head • Dean • EVPP (academic) • Appropriate Vice President • VPA (if Athletic employed) • VPBF • HR	• CEO/President	• CEO/President
9.2.2 Approval of Appointment Offers – *Classified Support Staff*	• Department Head • Dean • EVPP (academic) • Appropriate Vice President • VPA (if Athletic employed) • VPBF • HR	• CEO/President	• CEO/President
9.2.3 Approval of Appointment Offers – *Staff in Excess of Budgeted 100% Assignment*	• Department Head • Dean • EVPP (academic) • Appropriate Vice President • VPA (if Athletic employed) • VPBF	• CEO/President	• CEO/President

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
	• HR		
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	• TAMUS Risk Management	• TAMUS Risk Management	• TAMUS Risk Management
11. EQUIPMENT LEASE AGREEMENTS			
WTAMU as Lessor			
11.1 Equipment Lease with Purchase Option *Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of WTAMU-owned equipment.*	• Department Head • Dean/Senior Adm. • Purchasing	• Purchasing Director • VPBF	• VPBF
11.2 Equipment Lease for *WTAMU* -Related Activities *Non-employee (student, conference, etc.) rental for a specified period of WTAMU -owned equipment.*	• Department Head • Dean/Senior Adm. • Purchasing	• Purchasing Director • VPBF	• VPBF
11.2.1 Rental Vehicles *(Non- WTAMU Lessee)*	• Department Head • Dean/Senior Adm.	• Purchasing Director • VPBF	• VPBF
11.2.2 Equipment	• Department Head • Dean/Senior Adm. • Purchasing	• Purchasing Director • VPBF	• VPBF
WTAMU as Lessee			
11.3 Equipment Lease with Purchase Option *Rental of equipment for WTAMU use with fixed option to purchase within a specified period (five years or less).*	• Department Head • Dean/Senior Adm. • Purchasing	• Purchasing Director • VPBF	• VPBF
11.4 Equipment Lease (Rental) *Rental of equipment for WTAMU use for a specified period (five years or less).*	• Department Head • Dean/Senior Adm. • Purchasing	• Purchasing Director • VPBF	• VPBF
12. FEDERAL & STATE REGULATORY AGREEMENTS			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	• VPBF • CEO/President • System Real Estate Office	• Chancellor • Board of Regents	• Chancellor • Board of Regents
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	• Treasury Services • PD > $10,000 • OGC ≥ $200,000	• Treasurer • DCIO	• Treasurer • DCIO
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	• Treasury Services • PD > $10,000 • OGC ≥ $200,000	• Treasurer • DCIO	• Treasurer • DCIO
13.2.2 Investment Management (SP 22.02)	• Treasury Services • PD > $10,000 • OGC ≥ $200,000	• Treasurer • DCIO	• Treasurer • DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	• Treasury Services • PD > $10,000 • OGC ≥ $200,000	• Treasurer • DCIO	• Treasurer • DCIO
13.3.2 Bond Counsel (See Section 19.2 Legal)	• Treasury Services • PD > $10,000 • OGC ≥ $200,000	• General Counsel	• General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements, payment card contracts)	• Treasury Services • PD > $10,000 • OGC ≥ $200,000	• Treasurer • DCIO	• Treasurer • DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for research and sponsored research project related grants see Section 24.1)	• See Section 24.1	•	•
14.2 Student Financial Aid	• Director Financial Aid • VPEM	• VPBF < $50,000 • CEO/President ≥ $50,000	• CEO/President

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
		• Controller • VPBF		
14.3	Funding Agreements (*Academic*)	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC • EVPP	• VPBF < $50,000 • CEO/President ≥ $50,000 • VPRC	• CEO/President • VPRC
14.4	Funding Agreements (*Non-Academic; Non-Sponsored Research*)	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC • Controller • VPBF	• VPBF < $50,000 • CEO/President ≥ $50,000 • VPRC	• CEO/President • VPRC
15.	**INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety** (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.	• Risk Management • PD > $1,000,000 • OGC ≥ $200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
15.2	Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	• Risk Management • PD > $1,000,000 • OGC ≥ $200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
15.3	Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary	• Risk Management • PD > $1,000,000 • OGC ≥ $200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO

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coverage for System Self-Insured Group Benefit Programs)			
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: ***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.***	• Risk Management • PD > $1,000,000 • OGC ≥ $200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
15.5 Workers' Compensation Insurance Claims processing or settlement	• Risk Management • PD > $1,000,000 • OGC ≥ $200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO • General Counsel
15.6 Administrative Contracts	• Risk Management • PD > $1,000,000 • OGC ≥ $200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) - Monetary categories above do not apply to this section			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (*Technology Transfer*)	• TI • OGC • VCR	• VCR approves and executes	
16.1.2.1 Non-Patent License Agreement (*Technology Transfer*) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	• TI • OGC • VCR	• VCR approves and executes	
16.1.2.2 Non-Patent License Agreement (*Technology Transfer*) (Member controlled or owned) copyrights	• VPRC • CEO	• CEO executes	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
that are not assigned to System for commercialization	• OGC		
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	• TI • OGC • VCR	• VCR approves and executes	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	• CEO • TI • OGC • VCR	• CEO approves for member and VCR approves and executes	
16.1.3.3 Trademark and Service Mark License (Member owned and System owned trademark of Member's name)	• • CEO • OGC	• CEO executes	
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	• TI • OGC • VCR	• VCR approves and executes	
16.1.4.3 Software License (Out-Bound) Member Owned	• • CEO • OGC	• CEO executes	
16.1.5 Option Agreement for future License of Intellectual Property	• TI • OGC • VCR	• VCR approves and executes	
16.1.6 Inter-Institutional Agreement (*educational institutions*)	• TI • OGC • VCR	• VCR approves and executes	
16.1.7.1 Assignment of Intellectual Property to Third Party (*IP does not exist at time of Sponsored Research Agreement*)	• TI • OGC • VCR	• VCR approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR	

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16.1.7.2 Assignment of Intellectual Property to Third Party (*Existing IP*)	• TI • OGC • VCR	• Approval of Chancellor via OGC process • Assignment executed by VCR	
16.1.8 Intellectual Property Release to IP Creator	• TI • OGC • VCR	• VCR approves and executes	
16.1.9.1 Material Transfer or Evaluation Agreement covering System Intellectual Property** (*Commercial and Non-Commercial*) ** IP that is covered by an IP disclosure or is a declared variety, and TI is managing	• TI • OGC • VCR	• VCR approves and executes	
16.1.9.2 Other Material Transfer or Evaluation Agreements	• See Section 24.6	• See Section 24.6	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	• IP Creator • TI • ECO	• N/A	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	• IP Creators • TI	• If IP Creators cannot agree within 3 months of disclosure, then VCR decides sharing for IP Creators	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	• IP Creators • TI • OGC	• If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant	• IP Creator • TI • OGC for trademarks	• TI controls prosecution and registrations	

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	variety protection act certificates)			
16.2.4	Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	• IP Creator • CEO • TI (copyright only) • OGC for trademarks	• TI controls prosecution and registrations (copyright only) • CEO approves expenses for member	
16.3	Collegiate Licensing	• • CEO	• CEO	
16.4	Nondisclosure/Confidentiality Agreements			
16.4.1	Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property** ** IP that is covered by IP disclosure or is a declared variety	• TI • OGC • VCR	• VCR approves and executes	
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 TI and Non-System entities (*includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research*	• TI • OGC • VCR	• VCR approves and executes	

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	investment by entities in a foreign country; and promoting history of System students and foreign country)			
16.6	Business Entity to Commercialize System Intellectual Property			
16.6.1	Creation of System Business Entity to Commercialize System Intellectual Property	• CEO (If Member sponsored creation of Entity) • TI • OGC • VCR	• Approval of Chancellor via OGC process • VCR executes	
16.6.2	Investing in a Business Entity Having a License to System Intellectual Property	• CEO (if Member sponsored investment) • TI • OGC • VCR	• Approval of Chancellor via OGC process • VCR executes	
16.7	Intellectual Property Gifts			
16.7.1	IP Offer to System in Exchange for Royalty Sharing	• TI • OGC • VCR • Chancellor	• Approval of Chancellor via OGC process • VCR executes	
16.7.2	IP Offer to Member in Exchange for Royalty Sharing	• OGC • TI (if patent) • VCR (if patent)	• Member CEO via OGC process • VCR (if patent)	
16.7.3	IP Offer to System of Charitable Gift	• TI • OGC • SOBA • VCR • Chancellor	• Chancellor or VCR	
16.7.4	IP Offer to Member of Charitable Gift	• CEOOGC • TI (if patent)	• Member CEO • VCR (if patent)	

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	• VCR (if patent)		
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	• OGC • TI • VCR	• VCR	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
17.1 Inter-Agency Agreements *Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771*	• Department Head • Dean/Senior Admin. • Controller • VPBF	• VPBF	• CEO/President
17.2 Inter-Local Agreements *Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791*	• Department Head • Dean/Senior Admin. • Controller • VPBF	• VPBF	• CEO/President
18. INTRA-SYSTEM AGREEMENT			
18.1 Intra-System Agreement *Commitment for the use/acquisition (provision) of resources from (to) other System members.*	• Department Head • Dean/Senior Admin. • Purchasing • Controller • VPBF	• VPBF	• CEO/President
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (*See 19.1.1 below*) *All settlements shall have concurrence of the TAMUSWTAMU CEO and General Counsel and where required, the approval of the State Attorney General*.			
19.1.1 Approval to Settle: **$100,000 or less General Counsel** **$100,000 to $300,000 Chancellor** **More than $300,000 BOR**	• OGC • Chancellor • OGC	• General Counsel • Chancellor	• General Counsel • Chancellor (more than $300K BOR)
19.2 Outside Legal Counsel *General Counsel acts as liaison to the Attorney General and shall retain,*	• Department Head • OGC • Chancellor	• General Counsel • Chancellor	• General Counsel • Chancellor

	TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
	manage and approve all outside counsel for the System and its members.			
20.	**MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC**			
20.1	General Memorandum of Agreement or Understanding (Letter Agreement) *Documents programmatic commitments between WTAMU and non-WTAMU entities; contracts to perform educational and service activities consistent with the WTAMU mission.*	• Department Head • Dean/Senior Adm. • EVPP (academic) • VPBF	• EVPP (academic) • VPBF (non-acad.) ≥ $50,000	• CEO/President
20.2	Cooperative Agreements *Student co-op affiliation agreements with sponsoring entities.*	• Department Head • Dean/Senior Adm. • EVPP (academic) • VPBF	• EVPP (academic) • VPBF (non-acad.) ≥ $50,000	• CEO/President
20.3	International Affairs *Documents mutual obligations for international joint programs*.	• Department Head • Dean/Senior Adm. • EVPP (academic)	• CEO/President	• CEO/President
20.4	International Study Abroad Program	• Department Head • Dean/Senior Adm. • Director External Programs EVPP	• EVPP	• CEO/President
20.5	Training Affiliation (*internships*) *Documents mutual obligations to establish training [internship opportunities] for 'WTAMU'WTAMU' students*.	• Department Head • Dean/Senior Adm. • VPSA • EVPP	• Dean of College	• EVPP
20.6	Work Study Program Agreements	• WTAMU • Employer • Director, Student Fin. Aid • Controller • VPBF	• VPBF	• CEO/President
21.	**MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC**			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) *Documents commitments between WTAMU and non-WTAMU entities that are non-academic in nature.*	• Department Head • Dean/Senior Adm. • Appropriate VP	• VPBF	• CEO/President
22. PURCHASE AGREEMENTS (*WTAMU acquiring goods and services not addressed in Section 27)*			
22.1 *WTAMU* Purchase Orders *Purchase of goods or services from outside vendor using standard forms promulgated by WTAMU, which are processed through the appropriate bid process in accordance with WTAMU policies and State requirements.*	• Department Head < $5000 • Dean • Purchasing • HUB Coordinator	• Purchasing Director	• VPBF
22.2 Vendor Purchase Orders *Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.*	• Department Head < $5000 • Dean • Purchasing • HUB Coordinator	• Purchasing Director	• VPBF
22.3 Software License Agreements *Contract for use of computer software using vendor supplied document/agreement or System standard forms.*			
22.3.1 Department *Contract limiting application to specific Department.*	• Department Head • Dean • Vice President • VPIT/CIO • Purchasing/ • HUB Coordinator	• Purchasing Director	• VPBF
22.3.2 System Offices *Contract providing System Office or System-wide computing application.*	• VPIT/CIO • Purchasing/ • HUB Coordinator	• Purchasing Director	• VPBF
22.3.3 Intellectual Property (non through TI) *Contract containing IP Provisions*	•	•	•

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
22.4 Memberships *Purchase of Organizational Affiliations for individuals, groups, or the institution.*	• Department Head • Dean • Appropriate Vice President • CEO/President (only for memberships purchased by President's Office or for Direct Reports of the CEO/President)	• Purchasing Director	• CEO/President
22.4.1 Professional/Service Associations *Purchase by TAMUSWTAMUWTAMU on behalf of an individual, group or the institution of a membership in a professional or service organization.*	• Department Head • Dean • Appropriate Vice President • CEO/President (only for memberships purchased by President's Office or for Direct Reports of the CEO/President)	• Purchasing Director	• CEO/President
22.4.2 Social/Individual *Purchase by WTAMU on behalf of an individual of a membership in a social organization.*	• Department Head • Dean • Appropriate Vice President • CEO/President (only for memberships purchased by President's Office or for Direct Reports of the CEO/President)	• Purchasing Director	• CEO/President
22.5 Library Acquisitions *Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.*	• Director of Library • EVPP • VPIT/CIO	• VPIT/CIO • VPBF	• CEO/President
22.6 Library Subcontracts *WTAMU library subcontracts to provide off-campus library services.*	• Director of Library	• EVPP • VPBF	• CEO/President

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
22.7 Commercial Licenses (*Chick-Fil-A, etc.)*	• VPBF • CEO/President	• Chancellor • Board of Regents	• Chancellor • Board of Regents
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	• Department Head • Dean/Senior Adm. • Purchasing	• Purchasing Director	• VPBF
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, *§*3)	• VPBF • CEO/President	• See SP 21.05, *§*3	• See SP 21.05, *§*3
22.10 Financing Service Agreements related to the acquisition of good or services.	• VPBF • CEO/President	• Chancellor • Board of Regents	• Chancellor • Board of Regents
22.11 Purchasing Agreements not classified elsewhere	• VPBF • CEO/President	• Chancellor • Board of Regents	• 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 *Per SP 41.01, §2 and SR 41.01.01, §3:* ○ *SREO oversees all acquisitions of real property.*	• VPBF • CEO • SREO and/or SLMO • OGC	• BOR approval required if consideration is over $1,000,000 • Chancellor or S-CFO approves and executes purchases of $1,000,000 or less	
23.2 Condemnation of Real Property *Per SP 41.01, §2 and SR 41.01.01, §3:* ○ *SREO oversees all acquisitions of real property.*	• VPBF • CEO • SREO • OGC • Chancellor or S-CFO	• Chancellor, S-CFO or General Counsel executes all documents **(after BOR approval)**	
23.3 Gifts/Bequests of Real Property *Per SR 41.01.01, §3:* ○ *SREO oversees all acquisitions of real property.* ○ *SOBA and OGC must approve prior to CEO accepting gift.*	• VPPER • VPBF • CEO • SREO and/or SLMO • OGC • SOBA	• CEO can accept after approval of OGC and SOBA • S-CFO can accept after approval of OGC and SOBA if property is gifted/bequeathed to System Offices	

[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 or greater)*
23.4 Sale or Exchange of Real Property *Per SP 41.01, §3 and SR 41.01.01, §4:* ○ *SREO oversees all activities required to dispose of or exchange real property.* ○ *Member CEOs may recommend disposal or exchange of System real property.*	• VPBF • CEO • SREO and/or SLMO • OGC	• Chancellor or S-CFO executes after BOR approval, if necessary	
23.5 Lease of Real Property			
23.5.1 TO 3rd Parties ○ *Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.* ○ *Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1*	• VPBF • CEO • SREO • OGC • Chancellor or S-CFO (if property assigned to System Offices)	• CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR	
23.5.2 FROM 3rd Parties *Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for WTAMU use for a specified period.* *See SP 41.01, §4 and SR 41.01.01, §6*	• VPBF • CEO • SREO • OGC	• CEO, Chancellor or S-CFO depending on term, amount and property assignment. SP 41.01 and SR 41.01.01 approvals: • **5 yrs. or less/$500,000 or less – CEO or S-CFO** • **10 yrs. or less/over $500,000 to $1,000,000–Chancellor or S-CFO** • **More than 10 yrs. or greater than $1,000,000 – Chancellor or S-CFO executes after BOR approval**	
23.5.3 Student Retreat Facility *Lease of facilities (campgrounds, recreational facility, residence, etc.) and/or land for WTAMU use for a specific student retreat.*	• VPBF • CEO • SLMO • OGC	• CEO, or S-CFO depending on term, amount and property assignment.	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
23.6 Easements (SP *41.01, §6)*			
23.6.1 System as Grantor (easement across System property) (10-year limit)	• VPBF • CEO • SLMO • OGC	• VCBA	
23.6.2 System as Grantee (easement across 3rd party's property) (**Requires BOR approval if over $300,000**)	• VPBF • CEO • SLMO • OGC	• VCBA • Chancellor or S-CFO (if BOR approval required)	
23.6.3 Conditional Roadway Easements (indefinite term) (**Requires BOR approval**)	• VPBF • CEO • SREO • OGC	• Chancellor or S-CFO executes after BOR approval	
23.7 Housing Agreements			
23.7.1 International Housing *University owned or leased housing provided for visiting international faculty.*	• VPBF • • CFO • CEO • SREO • OGC	• CEO	
23.7.2 Residence Hall *On-campus student housing.*	• VPSA • VPBF • CEO • SREO • OGC	• CEO	
23.7.3 Student Apartments *Off-campus University-housing provided for students.*	• VPSA • VPBF • CEO	• CEO	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
	• SREO • OGC		
23.7.4 Mailbox *Rental of residence hall mailboxes.*	• VPBF	• CEO	
23.8 Other Grants of Rights Related to 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	• VPBF • CEO • SREO • OGC	• CEO • VCBA if property assigned to System Offices	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	• VPBF • CEO • SREO • OGC	• CEO • VCBA	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, *§*12.2	• VPBF • CEO • SREO • OGC	• CEO • VCBA if property assigned to System Offices	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, *§*5	• SREO and/or SLMO • OGC	• Chancellor or S-CFO	
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)	• SLMO • OGC	• VCBA, Landman IV	
23.8.6 Other Documents	• SREO and/or SLMO • OGC	• CEO • VCBA or Managing Counsel, Property & Construction	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
(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.)			
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	• VPBF • SREO • OGC	• CEO • S-CFO or VCBA	
23.8.8 Condominium Ownership, Operations and Activity Documents	• VPBF • SREO • OGC	• S-CFO or VCBA	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	• VPBF • SREO • OGC	• CEO • VCBA	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	• VPBF • CEO • SREO • OGC	• CEO • VCBA or ED-RE	
24. RESEARCH/SPONSORED PROJECT AGREEMENTS - Monetary categories above do not apply to this section			
24.1 Research/Sponsored Project agreements (where member is the prime	• PI • SRS	• VPRC • CEO/President (if needed)	

	TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
	grantee/contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime grantee/contractor or a higher-tier subcontractor). *Includes grants, contracts, cooperative agreements, and consortium agreements*	• Principal Investigator • Director Office of Sponsored Research • VPRC		
24.2	Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime grantee/contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC	• VPRC • CEO/President (if needed)	
24.3	Proposal Submissions	• SRS • PI • Director Office of Sponsored Research • Principal Investigator • Department Head • Dean • EVPP • AREHS • VPRC	• VPRC • CEO/President (if needed)	
24.4	Teaming Agreements	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC	• VPRC • CEO/President (if needed)	

	TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
24.5	Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC	• VPRC • CEO/President (if needed)	
24.6	Material Transfer or Evaluation Agreements (Not through TI)	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC	• VPRC • CEO/President (if needed)	
24.7	Testing/Analytical Agreements	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC	• VPRC • CEO/President (if needed)	
24.8	Misc. Research/Sponsored Project Agreements and agreements ancillary to research agreements (*e.g., Vessel Time Charter Agreements; consulting/professional service agreements; data sharing agreements)*	• PI • SRS • Principal Investigator • Director Office of Sponsored Research • VPRC	• VPRC • CEO/President (if needed)	
25.	**REVENUE GENERATING AGREEMENTS**			
25.1	Revenue Generating	• Department Head • Purchasing • Controller • Director of Accounting • VPBF	• Purchasing Director • VPBF	• CEO/President
26.	**SALES AGREEMENTS** (*WTAMU providing goods or services*)			
26.1	Consultant/Professional Service	• Department Head	• VPBF	• CEO/President

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
Agreements (non-statutory) *WTAMU acting as consultant or performing professional service (including testing services).*	• Dean • EVPP (academic) • VPBF		
26.1.1 Intellectual Property Agreements (Not through TI)	• VPBF	• VPBF	• CEO/President
26.1.2 Analysis/Testing	• Department Head • Dean • EVPP (academic) • VPBF	• VPBF	• CEO/President
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	• Department Head • Purchasing/Fixed Asset Manager • Controller • VPBF	• Purchasing Director	• CEO/President
26.2.2 Transfer within the System	• Department Head • Purchasing/Fixed Asset Manager	• Purchasing Director	• CEO/President
26.2.3 Transfer to another state agency	• Department Head • Purchasing/Fixed Asset Manager • Dean/Senior Admin. • Controller	• Purchasing Director • Controller • VPBF	• CEO/President
26.2.4 Transfer to an independent third party	• Department Head • Purchasing/Fixed Asset Manager • Dean • Controller	• Purchasing Director	• CEO/President
26.3 Unclassified Services Providing services not specified elsewhere.	• Purchasing Director • VPBF	• VPBF	• CEO/President

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
27.	**SERVICES AGREEMENTS (***WTAMU acquiring services*)			
27.1	Educational Testing Services	• Director of Ed. Services	• VPBF	• CEO/President
27.2	Entertainment Events *Artistic entertainment performance agreements.*	• Department Head • Purchasing • Dean	• VPBF > $50,000 • Purchasing < $50,000	• CEO/President
27.3	Lecture/Seminar Speaker Agreements *Use of non-faculty/staff to lecture or speak in support of institutional programs.*	• Department Head • Purchasing	• VPBF > $50,000 • Purchasing < $50,000	• CEO/President
27.4	Maintenance Agreements			
	27.4.1 Purchase with Equipment Purchase *Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.*	• Department Head • Purchasing/ • HUB Coordinator	• Purchasing Director	• VPBF
	27.4.2 Stand Alone Purchase *Purchase of maintenance services independent from equipment purchase or vendor.*	• Department Head • Purchasing/ • HUB Coordinator	• Purchasing Director	• VPBF
27.5	Non-academic Instruction *Recreational Sports*	• Director of Rec. Sports • VPSA • HR	• VPBF	• CEO/President
27.6	Statutory Professional Services *Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering*).	• Department Head • Purchasing • Dean • EVPP • Appropriate Vice President	• VPBF	• CEO/President

	TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
	Agreements for outside counsel must comply with Section 19 herein.			
27.7	Statutory Consulting Services *Acquisition of consulting services as defined by Texas Government Code §2254.021.* *Agreements for outside counsel must comply with Section 19 herein.*	• Department Head • Purchasing • Dean • EVPP • Appropriate Vice President	• VPBF	• CEO/President
27.8	Student Medical Services	• University Medical Dr. • AVP SA • Purchasing	• VPBF • VPSA	• CEO/President
27.9	Unclassified Services *Purchase of services not specified elsewhere.*	• Department Head • Dean • EVPP	• VPBF	• CEO/President
28.	**SPECIAL EVENTS**			
28.1	Conference/Short-Course	• Department Head • Dean • EVPP (academic) • Appropriate Vice President	• EVPP • VPBF	• CEO/President
28.2	Exhibition Loan Agreements *Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.*	• Department Head • Dean • EVPP (academic) • Appropriate Vice President	• EVPP • VPBF	• CEO/President
29.	**PROCURED AGREEMENTS**			
29.1	Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	• Director Purchasing • VPBF	• VPBF	• CEO/President
30.	**UNCLASSIFIED/OTHER AGREEMENTS**			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)	AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 or greater)*
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	•	•	•
30.2 Miscellaneous Agreements *Contracts and agreements not specifically classified above or currently classified as "Not Applicable".*	• Department Head • Dean • EVPP • Purchasing	• VPBF	• CEO/President
	•	•	•
	•	•	•
	•	•	•
	•	•	•