

**TEXAS A&M UNIVERSITY - TEXARKANA**  
**President's Delegation of Authority for Contract Administration**  
**Fiscal Year 2021**

**General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice Chancellor for Business Affairs or Executive Director, Budgets and Accounting is delegated the authority to execute the contract. Other exceptions to this delegation are stated in System Policy 25.07, §3.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

**Legend:**

AD	Athletic Director	OGC	Office of General Counsel
AVP	Associate Vice President	PUR	Director of Purchasing
BOR	Board of Regents	PROV	Provost/VP of Academic Affairs
BUD	Director of Budgets	SOBA	System Office of Budgets & Accounting
CEO	Chief Executive Officer	SR	System Regulation
CFO	Chief Financial Officer	SREO	System Real Estate Office
CIO	Chief Information Officer	SP	System Policy
CON	Contracts Office	UPD	University Police Department
DEAN	Dean (CASE, CBET)	System	The Texas A&M University System
FPC	Facilities, Planning & Construction		
HR	Director of Human Resources		
HUB	Historically Underutilized Businesses		
MKT	Director of Marketing		

**Notes:**

- 1 **REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4):** Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
  - a. contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years;
  - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
  - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Questions regarding contract administration should be directed to the Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, Contract Administration.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• MKT</li> </ul>	<ul style="list-style-type: none"> <li>• AVP for Univ Advancement ≤ \$25,000</li> <li>• CFO ≥ \$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• AVP for Univ Advancement</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>4. ATHLETIC AGREEMENTS</b>			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD ≤ \$50,000</li> <li>• CFO ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD ≤ \$50,000</li> <li>• CFO ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>• AD</li> <li>• AVP for Univ Advancement</li> </ul>	<ul style="list-style-type: none"> <li>• AD ≤ \$50,000</li> <li>• CFO ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD ≤ \$50,000</li> <li>• CFO ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD ≤ \$50,000</li> <li>• CFO ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6 Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>5. COLLECTION AGENCY AGREEMENTS</b>			

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)
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>• Department Head</li> <li>• CFO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, CFO or PD executes and OGC and the State Attorney General approves prior to Vendor execution</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 (Less than \$4,000,000)	<ul style="list-style-type: none"> <li>• PROC/HUB</li> <li>• FPC</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>• PROC/HUB</li> <li>• FPC</li> </ul>	<ul style="list-style-type: none"> <li>• BOR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• PROC/HUB</li> <li>• FPC</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>7. CONSULTING AGREEMENTS</b>			
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3<sup>rd</sup> parties</i>	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>			
8.1 Personal Property with Restrictions ( <i>including indemnification</i> ) on Acceptance ( <i>including cash or cash equivalents</i> ) See SP 21.05.	<ul style="list-style-type: none"> <li>• AVP for Univ Advancement</li> </ul>	<ul style="list-style-type: none"> <li>• AVP for Univ Advancement ≤ \$50,000</li> <li>• CFO ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO (Requires BOR Approval)</li> </ul>
8.2 Real Property ( <i>including all bequests</i> ) <i>All decisions involving accepting donations of real property should be</i>	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 to \$749,999)
<i>coordinated through the SREO pursuant to SP 41.01.</i>			
<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>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• DEAN</li> <li>• PROV</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul> (All contracts require BOR Approval)	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul> (All contracts require BOR approval)
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>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</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>• PROV</li> <li>• HR</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
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>• PROV</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
9.1.7 Approval of Appointment Offers – Appointment and accompanying	<ul style="list-style-type: none"> <li>• PROV</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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)
salary changes as <i>Associate or Assistant Dean</i>			
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>• DEAN</li> <li>• PROV</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• BUD</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• HR</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>
9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	<ul style="list-style-type: none"> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• HR</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>
9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>
<b>9.2 Non-Faculty Employment Appointments</b>			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> <li>• DEPT HEAD</li> <li>• DEAN</li> <li>• HR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• DEPT HEAD</li> <li>• DEAN</li> <li>• HR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• DEPT HEAD</li> <li>• DEAN</li> <li>• HR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>10. EMPLOYEE BENEFITS CONTRACTS – Risk Management</b>			

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)
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>• AD</li> <li>• AVP</li> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>TAMUS as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMUS-owned equipment.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROC/HUB</li> </ul>	<ul style="list-style-type: none"> <li>• PROC/HUB</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
11.2 Equipment Lease for TAMUS -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUS - owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROC/HUB</li> </ul>	<ul style="list-style-type: none"> <li>• PROC/HUB</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<i>TAMUS as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUS use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROC/HUB</li> </ul>	<ul style="list-style-type: none"> <li>• PROC/HUB</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
11.4 Equipment Lease (Rental) <i>Rental of equipment for TAMUS use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROC/HUB</li> </ul>	<ul style="list-style-type: none"> <li>• PROC/HUB</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
13.2 Investment Management (SP 22.02)			

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)
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant Agreements)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>13.3 Debt Management (SP 23.02, RFS, HEF and PUF)</b>			
13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant Agreements)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)</b>			
14.1 Grants (sponsored projects) (See Section 24.1)	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
14.4 Funding Agreements (Non-Academic)	<ul style="list-style-type: none"> <li>• PROV</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)</b>			
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>• UPD</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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)
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• UPD</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u><i>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</i></u>	<ul style="list-style-type: none"> <li>• AVP</li> <li>• AD</li> <li>• UPD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> <li>• HR</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
15.6 Administrative Contracts	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&amp;M Technology Commercialization (TTC)</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>• INVENTOR</li> <li>• DEAN</li> <li>• CIO</li> <li>• CFO</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SYSTEM (Requires Chancellor Approval)</li> </ul>	<ul style="list-style-type: none"> <li>• SYSTEM (Requires Chancellor Approval)</li> </ul>
16.1.2 Non-Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
16.1.3 Trademark License	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
16.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• INVENTOR</li> <li>• DEAN</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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)
16.1.5 Software License	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>
16.1.6 Material Transfer ( <i>Commercial</i> )	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
16.1.7 Material Transfer ( <i>Non-Commercial</i> )	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
16.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• AD</li> <li>• AVP</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>All contracts require BOR Approval)</li> </ul>
16.4 Nondisclosure/Confidentiality Agreements <i>Committing TAMUS or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
16.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
16.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
16.10 Intra-System Agreements	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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)
Commitments for the use/acquisition (provision) from (to) other System Members			
16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
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>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>18. INTRA-SYSTEM AGREEMENT</b>			
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>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• PROV</li> <li>• CFO</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain,</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• OGC</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>manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</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 TAMUS and non-TAMUS entities; contracts to perform educational and service activities consistent with the TAMUS mission.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>
20.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>
20.5 Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUS' students.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• DEAN</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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 TAMUS and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>22. PURCHASE AGREEMENTS (TAMUS acquiring goods and non-professional services)</b>			
22.1 TAMUS Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• BUYER ≤ \$50,000</li> <li>• PROC/HUB ≥ \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• PROC/HUB</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>TAMUS which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> <li>• CEO</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>• DEAN</li> <li>• AD</li> <li>• PROV</li> <li>• CFO</li> <li>• CEO</li> </ul>	• PROC/HUB	• CEO
22.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• CIO</li> </ul>	• PROC/HUB	• CEO
22.3.2 System Offices <i>Contract providing System Office computing application.</i>	<ul style="list-style-type: none"> <li>• CIO</li> <li>• CFO</li> </ul>	• CFO	• CEO
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	• CFO ≤ \$5,000	• CEO ≥ \$5,000
22.4.1 Professional/Service Associations <i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	• CFO ≤ \$5,000	• CEO ≥ \$5,000
22.4.2 Social/Individual <i>Purchase by TAMUS on behalf of an individual of a membership in a social organization.</i>	• CEO	• CEO	• CEO
22.5 Library Acquisitions	• DEPT HEAD	• PROC/HUB	• CEO

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>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>			
22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i>	• DEPT HEAD	• CFO	• CEO
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	• DEPT HEAD	• PROV • CFO	• CEO
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	• DEPT HEAD	• PROC/HUB	• CEO
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	• CEO	• CEO (Requires BOR Approval)	• CEO (Requires BOR Approval)
22.10 Financing Service Agreements related to the acquisition of good or services.	• CFO	• CFO	• CEO
<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> ○ <i>SREO oversees all acquisitions of real property.</i>	• PROV • CFO • CEO • SREO/OGC	N/A - Chancellor or System CFO executes purchases of \$1,000,000 or less (after BOR approval if consideration is over \$1,000,000)	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	• CFO • CEO • SREO/OGC	N/A - Chancellor, System CFO or General Counsel executes all documents (after BOR approval)	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i>	• AVP • CFO • CEO	• CEO	

<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)
<ul style="list-style-type: none"> <li>○ <i>SREO oversees all acquisitions of real property.</i></li> <li>○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i></li> </ul>	<ul style="list-style-type: none"> <li>● SREO/OGC</li> </ul>		
<p>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <ul style="list-style-type: none"> <li>○ <i>SREO oversees all activities required to dispose of or exchange real property.</i></li> <li>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>	<ul style="list-style-type: none"> <li>● CFO</li> <li>● CEO</li> <li>● SREO/OGC</li> </ul>	N/A - Chancellor or System CFO executes after BOR approval, if necessary	
23.5 Lease of Real Property			
<p>23.5.1 TO 3<sup>rd</sup> Parties</p> <ul style="list-style-type: none"> <li>○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i></li> <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>● CFO</li> <li>● CEO</li> <li>● SREO/OGC</li> </ul>	If Lease term is 5 years or less:  ● CEO	
<p>23.5.2 FROM 3<sup>rd</sup> Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for TAMUS use for a specified period.</i></p> <p><i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> <li>● DEPT HEAD</li> <li>● DEAN</li> <li>● CFO</li> <li>● SREO/OGC</li> </ul>	If Lease term is 5 years or less <u>and</u> \$500,000 or less:  ● CEO	
<p>23.5.3 Student Retreat Facility</p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for</i></p>	<ul style="list-style-type: none"> <li>● DEPT HEAD</li> <li>● DEAN</li> <li>● AVP</li> <li>● PROC/HUB</li> </ul>	<ul style="list-style-type: none"> <li>● CFO</li> <li>● CEO</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>TAMUS use for a specific student retreat.</i>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• SREO/OGC</li> </ul>		
<b>23.6 Easements (SP 41.01, §6)</b>			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> <li>• CFO</li> <li>• SREO/OGC</li> </ul>	N/A - Managing Counsel, Property & Construction executes	
23.6.2 System as Grantee (easement across 3 <sup>rd</sup> party's property) <b>(Requires BOR approval if over \$300,000)</b>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• SREO/OGC</li> </ul>	N/A - Managing Counsel, Property & Construction, Chancellor or System CFO executes	
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO/OGC</li> </ul>	N/A - Chancellor or System CFO executes	
<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>• PROV</li> <li>• SREO/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> </ul>	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• SREO/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <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>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• SREO/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> </ul>	
<b>23.8 Other Grants of Rights in 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>• CFO</li> <li>• SREO/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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)
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• 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 use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> <li>• CFO</li> <li>• SREO/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO/OGC</li> </ul>	N/A - Chancellor or System CFO executes	
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>• CFO</li> <li>• CEO</li> <li>• SREO/OGC</li> </ul>	N/A - Managing Counsel, Property & Construction executes	
23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO/OGC</li> </ul>	Managing Counsel, Property & Construction or	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
23.9 Service Contracts for Real Property	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	Managing Counsel, Property & Construction or	

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)
Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> <li>• CEO</li> <li>• SREO/OGC</li> </ul>	N/A – Director of RELLIS Campus executes	
<b>24. RESEARCH AGREEMENTS</b>			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> <li>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• DEAN</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• DEPT HEAD</li> <li>• DEAN</li> <li>• BUD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CEO</li> </ul>
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
24.5 Non-disclosure Agreements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</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)
24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	• N/A	• N/A	• N/A
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25.1 Revenue Generating	• DEAN • PROV • CFO	• CFO	• CEO
<b>26. SALES AGREEMENTS (TAMUS providing goods or services)</b>			
26.1 Consultant/Professional Service Agreements <i>TAMUS acting as consultant or performing professional service (including testing services).</i>	• DEPT HEAD • AVP • PROV • CFO • CIO • CEO	• CFO	• CEO
26.1.1 Analysis Testing	• N/A	• N/A	• N/A
<b>26.2 Property Transfer Agreements (inventoried and non-inventoried items)</b>			
26.2.1 Transfer or surplus property	• DEPT HEAD • CFO	• CFO	• CEO
26.2.2 Transfer within the System	• DEPT HEAD • CFO	• CFO	• CEO
26.2.3 Transfer to another state agency	• DEPT HEAD • CFO	• CFO	• CEO
26.2.4 Transfer to an independent third party	• N/A	• N/A	• N/A
<b>27. SERVICES AGREEMENTS (TAMUS acquiring services)</b>			
27.1 Educational Testing Services	• DEPT HEAD	• PROV	• PROV
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	• DEPT HEAD • DEAN • AVP • PROV • CFO	• CON ≤ \$1,500 • PROV • CFO	• CEO
27.3 Lecture/Seminar Speaker Agreements	• DEPT HEAD • DEAN	• CON ≤ \$1500 • PROV	• CEO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> <li>• AVP</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	
<b>27.4 Maintenance Agreements</b>			
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>• DEAN</li> <li>• AVP</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• DEAN</li> <li>• AVP</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• AVP</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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> <i>Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
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>• DEPT HEAD</li> <li>• DEAN</li> <li>• AVP</li> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO ≤ \$25,000</li> <li>• CEO ≥ \$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
27.8 Student Medical Services	<ul style="list-style-type: none"> <li>• AVP</li> </ul>	<ul style="list-style-type: none"> <li>• PROV</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
27.9 Unclassified Services	<ul style="list-style-type: none"> <li>• DEPT HEAD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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 of services not specified elsewhere.</i>			
<b>28. SPECIAL EVENTS</b>			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> <li>• DEPT HEAD</li> <li>• DEAN</li> <li>• AVP</li> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• DEPT HEAD</li> <li>• DEAN</li> <li>• AVP</li> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<b>29. UNCLASSIFIED AGREEMENTS</b>			
<i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> <li>• DEPT HEAD</li> <li>• DEAN</li> <li>• AVP</li> <li>• PROV</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>