

**TEXAS A&M UNIVERSITY-KINGSVILLE**  
**THE TEXAS A&M UNIVERSITY SYSTEM**  
**President's Delegation of Authority for Contract Administration**  
**Fiscal Year 2022**

**General Delegations:**

The President 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 President may delegate authority 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 President for Division of Finance or Provost 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:**

Assoc.	Associate	SREO	System Real Estate Office, a function of OGC
Asst.	Assistant	SP	System Policy
BOR	Board of Regents	System	The Texas A&M University System
CEO	Chief Executive Officer	TTC	AVC, Texas A&M System Technology
CFO	System Chief Financial Officer		
VPFCFO	Chief Financial Officer		
CIO	Chief Information Officer		
CPO	Chief Procurement Officer		
OGC	Office of General Counsel		

	<b>Texas A&amp;M University-Kingsville Specific</b>		
AVPAA	Associate VP for Academic Affairs	PVPAA	Provost and Vice President for Academic Affairs
CIO	Chief Information Officer	Registrar	Registrar
CHRO	Chief Human Resources Officer	SREO	System Real Estate Office
CPO	Chief Procurement Officer	SRM	System Risk Management
DC/AM	Department Chair/Account Manager	TTC	AVC, Texas A&M System Technology HUB Historically Underutilized Businesses Commercialization
DFA	Director of Financial Aid	UHC	University HUB Coordinator
EDACR	Executive Director of Athletics and Campus Recreation	VPIAER	Vice President of Institutional Advancement and External Relations
EDCFS	Executive Director & Controller of Financial Services	VPFCFO	Vice President for Finance and Chief Financial Officer
EDRL	Executive Director of Residence Life	VPESSA	Vice President of Enrollment Services and Student Affairs
		VPRDGS	Vice President for Research and Dean of Graduate Studies

**Notes:**

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
  - a. contracts and agreements entered into pursuant to a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
  - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;

- c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to System Contract Management to ensure proper reporting is completed.
- 6 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>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>

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	•		
<b>3. ARTICULATION AGREEMENTS</b>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	• DC/AM •	• VPFCFO	• VPFCFO
<b>4. ATHLETIC AGREEMENTS</b>			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	• DC/AM	• EDACR • VPFCFO	• VPFCFO • CPO
4.1.1 Athletic Game Guarantees	• DC/AM • EDACR	• EDACR • VPFCFO • CPO	• VPFCFO • CPO
4.2 Athletic Event Sponsorship	• DC/AM • EDACR	• VPFCFO • CPO	• VPFCFO • CPO
4.3 Transportation Purchase Order Contracts	• DC/AM	• CPO	• CPO • VPFCFO
4.4 Hotel Purchase Order Contracts	• DC/AM	• CPO	• CPO • VPFCFO
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	• DC/AM	• EDACR • VPFCFO	• CPO • VPFCFO
<b>5. COLLECTION AGENCY AGREEMENTS</b>			
5.1 Collection of Accounts ( <i>See 5.1.1 below</i> ). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i>			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	• DC/AM • VPFCFO • OGC	• CEO, VPFCFO or CPO executes and OGC and the State Attorney General approve <b>prior to Vendor execution</b>	

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<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>EDFPCS</li> </ul>	<ul style="list-style-type: none"> <li>CPO</li> <li>VPFCFO</li> </ul>	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>EDFPCS</li> </ul>	<ul style="list-style-type: none"> <li>SYSTEM POLICY 51.02,51.04, SR 51.04.01</li> </ul>	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>EDFPCS</li> </ul>	<ul style="list-style-type: none"> <li>CPO</li> <li>VPFCFO</li> <li>SYSTEM POLICY 51.02,51.04, SR 51.04.01</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 (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>CPO</li> </ul>	<ul style="list-style-type: none"> <li>VPFCFO</li> <li>(Requires BOR Acceptance)</li> </ul>
8.2 Real Property (including all bequests) <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.13 herein	See Section 16.3 herein.	See Section 16.3 herein.
<b>9. EMPLOYMENT APPOINTMENTS</b>			
9.1 Faculty Offer Letters (Conditional letters of appointment to faculty)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<ul style="list-style-type: none"> <li>Faculty Advisory Committee/Dept Promotion Committee</li> </ul>	<ul style="list-style-type: none"> <li>Chancellor (Tenure Granted Upon Action of BOR)</li> </ul>	<ul style="list-style-type: none"> <li>Chancellor (Tenure Granted Upon Action of BOR)</li> </ul>

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	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <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>• Faculty Advisory Committee/Dept Promotion Committee</li> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	<ul style="list-style-type: none"> <li>• Faculty Search Committee</li> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</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>• PVPAA</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</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>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <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>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>

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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>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</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>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• Dean</li> <li>• AVPAA</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>
9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• AVP Distance Learning</li> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>
9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPRDGS</li> </ul>
9.2 Non-Faculty Employment Appointments			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• CHRO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• PVPAA</li> <li>• EDACR</li> <li>• VPRDG</li> <li>• VPAER</li> <li>• VPSSA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• CHRO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• PVPAA</li> <li>• EDACR</li> <li>• VPRDG</li> <li>• VPAER</li> <li>• VPSSA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>

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9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• CHRO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• PVPAA</li> <li>• EDACR</li> <li>• VPRDG</li> <li>• VPAER</li> <li>• VPSSA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>
<b>10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</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>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
11.2 Equipment Lease for TAMUS -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUS - owned equipment.</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</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>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>



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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>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</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>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• EDFPCS</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• EDFPCS</li> <li>• VPFCFO</li> </ul>
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>	<ul style="list-style-type: none"> <li>• Treasury Services</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)</b>			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• VPRDGS</li> <li>• PVPAA</li> <li>• VPSSA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• VPRDGS</li> <li>• PVPAA</li> <li>• VPSSA</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• DFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPSSA</li> </ul>	<ul style="list-style-type: none"> <li>• VPSSA</li> </ul>

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14.3 Funding Agreements <i>(Academic)</i>	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• VPRDGS</li> <li>• VPSSA</li> <li>• VPFCFO</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• VPRDGS</li> <li>• VPSSA</li> <li>• VPFCFO</li> <li>• PVPAA</li> </ul>
14.4 Funding Agreements <i>(Non-Academic; Non-Sponsored Research)</i>	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• VPSSA</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• VPSSA</li> <li>• VPFCFO</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</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>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User)  NOTE: <b><u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u></b>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
15.6 Administrative Contracts	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>	<ul style="list-style-type: none"> <li>• SRM</li> </ul>
<b>16. INTELLECTUAL PROPERTY (SP 17.01)</b> <b>Texas A&amp;M Technology Commercialization (TTC) – out-bound licensing, sale, or transfer of Intellectual Property.</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement ( <i>Technology Transfer</i> )	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• VCTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/PRESIDENT</li> <li>• TCC</li> </ul>
16.1.2 Non-Patent License Agreement ( <i>Technology Transfer</i> ) (trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• VCTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/PRESIDENT</li> <li>• TTC</li> </ul>
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> <li>• AVP, MarCom</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/PRESIDENT</li> <li>• TTC</li> </ul>
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• VCTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO/PRESIDENT</li> <li>• TTC</li> </ul>
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	See Section 22.3 herein.
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> <li>• 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>
16.1.4.3 Software License (Out-Bound) Member Owned	<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>
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>		
16.1.6 Inter-Institutional Agreement <i>(educational institutions)</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.1.7.1 Assignment of Intellectual Property to Third Party <i>(IP does not exist at time of Sponsored Research Agreement)</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.1.7.2 Assignment of Intellectual Property to Third Party <i>(Existing IP)</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.1.8 Intellectual Property Release to Inventor/Author	<ul style="list-style-type: none"> <li>• INVENTOR</li> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.1.9 Material Transfer Agreement covering System Intellectual Property <i>(Commercial)</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VCTC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</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)
16.1.10 Material Transfer Agreement covering System Intellectual Property (Non-Commercial)	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• VPRDGS</li> <li>• PVPAA</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
<b>16.2 Disclosure and Protection of Intellectual Property</b>			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPRDGS</li> <li>• CEO</li> <li>• OGC</li> </ul>		
16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• VPFCFO</li> </ul>
16.2.5 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• VPFCFO</li> </ul>
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• Director Communication and Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO (All contracts require BOR Approval)</li> <li>• CEO</li> </ul>
16.4 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property <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>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
16.5 (Deleted as Not Related to this Section 16, Intellectual Property)	<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>
16.6 (Deleted as Not Related to this Section 16, Intellectual Property)	<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>
16.7 (Deleted as Not Related to this Section 16, Intellectual Property)	<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>
16.8 Memorandum of Agreement	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</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)
Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities ( <i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i> )	<ul style="list-style-type: none"> <li>• OGC</li> </ul>		
16.9 Creation of System Business Entity to Commercialize System Intellectual Property	<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>16.10 Intellectual Property Gifts</b>			
16.10.1 IP Offer to System in Exchange for Royalty Sharing	<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>
16.10.2 IP Offer to Member in Exchange for Royalty Sharing	<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>
16.10.3 IP Offer to System of Charitable Gift	<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>
16.10.4 IP Offer to Member of Charitable Gift	<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>
16.11 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</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>• DC/AM</li> <li>• Vice Presidents</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
17.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Vice Presidents</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</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>LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>			
<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>• DC/AM</li> <li>• Dean</li> <li>• Vice Presidents</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</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>• &lt;_\$100,000-General Counsel</li> <li>• &gt;\$100,000 &amp; &lt;_\$300-Chancellor</li> <li>• &gt;\$300,000-Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• OGC</li> <li>• Chancellor</li> <li>• BOR</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• BOR if &gt;\$500,000</li> </ul>
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> <li>• Member CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</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>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</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)
20.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>
20.5 Training Affiliation ( <i>internships</i> ) Documents mutual obligations to establish training [internship opportunities] for TAMUS' students.	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• PVPAA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• VPFCFO</li> </ul>
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• Director of Financial Aid</li> </ul>	<ul style="list-style-type: none"> <li>• VPESSA</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPESSA</li> <li>• VPFCFO</li> </ul>
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) Documents commitments between TAMUS and non-TAMUS entities that are non-academic in nature.	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
<b>22. PURCHASE AGREEMENTS (TAMUS acquiring goods and services not addressed in Section 27)</b>			
22.1 TAMUS Purchase Orders Purchase of goods or services from outside vendor using standard forms promulgated by TAMUS, which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> <li>• VPFCFO</li> </ul>
22.2 Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
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.	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
22.3.2 System Offices	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</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>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> <li>• Dean &lt; \$5000</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
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>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
22.4.2 Social/Individual <i>Purchase by TAMUS on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> <li>• DC/AM &lt; \$5000</li> <li>• Dean &lt; \$5000</li> <li>• Director, Library</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Library</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• Director, Library</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• PVPAA</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• ADP (to \$200,000)</li> </ul>
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• EDFPCS</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• VPFCFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO and/or SERO</li> <li>• OGC</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• BOR approval required if consideration is over \$1,000,000</li> <li>• Chancellor or CFO approves and executes purchases of \$1,000,000 or less</li> </ul>	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor, CFO or General Counsel executes all documents (after BOR approval)</li> </ul>	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> <li>○ SOBA and OGC must approve prior to CEO accepting gift.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO and/or SOBA</li> <li>• VPFCFO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO can accept after approval of OGC and SOBA</li> <li>• CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices</li> </ul>	
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO and/or SERO</li> <li>• OGC</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO executes after BOR approval, if necessary</li> </ul>	

<sup>1</sup> Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<ul style="list-style-type: none"> <li>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>			
<b>23.5 Lease of Real Property</b>			
<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>• CEO</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or VPFCFO (if property assigned to System Offices)</li> </ul>	<ul style="list-style-type: none"> <li>• CEO if term of 5 years or less; Chancellor or CFO if property assigned to System Offices or if Lease approved by BOR</li> </ul>	
<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>• CEO</li> <li>• SREO</li> <li>• OGC</li> <li>• VPFCFO</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, VPFCFO, Chancellor or CFO depending on term, amount and property assignment.</li> </ul> <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> <li>• <b>5 yrs. or less/\$500,000 or less – CEO or VPFCFO</b></li> <li>• <b>10 yrs. or less/over \$500,000 to \$1,000,000–Chancellor or CFO</b></li> <li>• <b>More than 10 yrs. or greater than \$1,000,000 - BOR</b></li> </ul>	
<p>23.5.3 Student Retreat Facility</p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
<b>23.6 Easements (SP 41.01, §6)</b>			
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	
<p>23.6.2 System as Grantee (easement across 3<sup>rd</sup> party’s property)</p>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SERO</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>(Requires BOR approval if over \$300,000)</b>	<ul style="list-style-type: none"> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO (if BOR approval required)</li> </ul>	
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO executes after BOR approval</li> </ul>	
<b>23.7 Housing Agreements</b>			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• EDRL</li> <li>• VPSSA</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VPFCFO</li> </ul>	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• EDRL</li> <li>• VPSSA</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</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>• EDRL</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>• EDRL</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>	
<b>23.8 Other Grants of Rights Related to Real Property</b>			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Counsel, Property &amp; Construction (if property assigned to System Offices)</li> <li>• CEO</li> <li>• VPFCFO</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>• CPO</li> <li>• VPFCFO</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VPFCFO</li> <li>• Managing Counsel, Property &amp; Construction (if property assigned to System Offices)</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>• EDCFS</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VPFCFO</li> <li>• Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• SREO</li> <li>• OGC</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO</li> </ul>	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> <li>• SERO</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA, Landman IV or Managing Counsel, Property &amp; Construction</li> </ul>	
23.8.6 Other Documents (i.e. Surface Use Agreements; Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Non-Disclosure/Confidentiality Agreements; Ratifications; Releases; Memorandums;	<ul style="list-style-type: none"> <li>• SREO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	

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Affidavits; Acknowledgments; documents containing statements of fact; and non-substantive amendments to documents, etc.)			
23.8.7 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO</li> </ul>	
23.8.8 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA</li> </ul>	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• CEO</li> </ul>	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director of RELLIS Campus</li> </ul>	
<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, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• CPO</li> <li>• VPFCFO</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>• Primary Investigator</li> <li>• DC/AM</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> <li>• CPO</li> <li>• VPFCFO</li> </ul>

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24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	VPRDGS	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
24.5 Non-disclosure/Confidentiality Agreements	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
24.8 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
24.9 Misc. Research Agreements and agreements ancillary to research agreements. <i>Includes Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; etc.</i>	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25.1 Revenue Generating	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
25.2 RELLIS Campus Revenue Generating	<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• DC/AM</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>	<ul style="list-style-type: none"> <li>• VPRDGS</li> </ul>
<b>26. SALES AGREEMENTS (TAMUS providing goods or services)</b>			
26.1 Consultant/Professional Service Agreements (non-statutory) <i>TAMUS acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
26.1.1 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>



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26.1.2 Analysis/Testing	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
<b>26.2 Property Transfer Agreements (inventoried and non-inventoried items)</b>			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Property Manager</li> <li>• CPO</li> <li>• EDCFS</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• CPO</li> <li>• Fixed Asset Manager</li> <li>• EDCFS</li> </ul>	<ul style="list-style-type: none"> <li>• EDCFS</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• CPO</li> <li>• Fixed Asset Manager</li> <li>• EDCFS</li> </ul>	<ul style="list-style-type: none"> <li>• EDCFS</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• CPO</li> <li>• Fixed Asset Manager</li> <li>• EDCFS</li> </ul>	<ul style="list-style-type: none"> <li>• EDCFS</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> <li>• CEO</li> </ul>
<b>27. SERVICES AGREEMENTS (TAMUS acquiring services)</b>			
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</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)
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• UHC</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>• DC/AM</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> <li>• UHC</li> </ul>
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• EDACR</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• EDACR</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</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). Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• CPO</li> <li>• EDCFS</li> <li>• VPFCFO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• DC/AM (to \$5,000)</li> <li>• CPO</li> <li>• VPFCFO</li> <li>• Contract Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> <li>• VPFCFO</li> </ul>
27.8 Student Medical Services	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• VPSSA</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
27.9 Unclassified Services	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</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>• DC/AM</li> <li>• Dean</li> <li>• Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</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>• DC/AM</li> <li>• Dean</li> <li>• Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>
<b>29. UNCLASSIFIED AGREEMENTS</b>			
29.1 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	<ul style="list-style-type: none"> <li>• DC/AM</li> <li>• Dean</li> <li>• Vice President</li> <li>• PVPAA</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CPO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFCFO</li> </ul>