

**TEXAS A&M UNIVERSITY-KINGSVILLE
THE TEXAS A&M UNIVERSITY SYSTEM
President's Delegation of Authority for Contract Administration
Fiscal Year 2023**

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts. Furthermore, in accordance with System Policy 25.07, §6, CEOs have the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and may delegate such authority to designees.

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

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

Legend:

BOR	Board of Regents	SREO	System Real Estate Office
CEO	Chief Executive Officer	SP	System Policy
DCIO	Deputy Chief Investment Officer	System	The Texas A&M University System
ECO	Export Control Officer	TTC	Texas A&M Technology Commercialization
FPC	Facilities, Planning & Construction	PI	Principal Investigator/Research
HUB	Historically Underutilized Businesses	VCR	Vice Chancellor for Research
OGC	Office of General Counsel		
	Export Control Officer		
S-CFO	System Chief Financial Officer		
SERO	System Energy Resource Office		
SOBA	System Office of Budgets & Accounting		
SR	System Regulation		

PD Executive Director, Procurement

VCBA Vice Chancellor for Business Affairs

Insert table from Excel document – Delegation of Authority List

Abbreviation	Title
AVPCIO	Assistant Vice President and Chief Information Officer
CA	Contract Administrators
CPO	Chief Procurement Officer
CPWO	Chief of People and Workplace Culture
DC/AM	Department Chair/Account Manager
DFA	Director of Financial Aid
EDA	Executive Director of Athletics
EDCFS	Executive Director & Controller of Financial Services
EDFC	Executive Director Facilities and Construction

Abbreviation	Title
EDRL	Executive Director of Residence Life
PVPA	Provost and Vice President for Academic Affairs
SRM	System Risk Management
UHC	University HUB Coordinator
VPESSA	Vice President of Enrollment Services and Student Affairs
VPFCFO	Vice President Finance and Chief Financial Officer
VPIAER	Vice President of Institutional Advancement and External Relations
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 *TAMUK 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 TAMUK 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)
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	• DC/AM	• CPO • VPFCFO	• CPO • VPFCFO
1.2 RELLIS Advertising Agreements	• PVPAA	• PVPAA	• PVPAA
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	• DC/AM • DEAN	• VPFCFO	• VPFCFO
2.2 Private Companies & Foundations	• DC/AM	• VPFCFO	• VPFCFO

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	• DEAN		
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	• DC/AM	• VPFCFO	• VPFCFO
4. ATHLETIC AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	• 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	• VPFCFO • CPO
4.4 Hotel Purchase Order Contracts	• DC/AM	• CPO	• VPFCFO • CPO
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	• VPFCFO • CPO
5. COLLECTION AGENCY AGREEMENTS			
5.1 Collection of Accounts (See 5.1.1 below). <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</i>	• DC/AM • VPFCFO • OGC	• CEO, VPFCFO OR CPO executes and OGC and the State Attorney General approve prior to Vendor execution	

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<i>collection agency contracts for the System and its members.</i>			
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
6.1 Minor Projects (Less than \$4,000,000)	• EDFC	• CPO • VPFCFO	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	• EDFC	• SYSTEM POLICY 51.02,51.04, SR 51.04.01	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	• EDFC	• CPO • VPFCFO • SYSTEM POLICY 51.02,51.04, SR 51.04.01	
7. CONSULTING AGREEMENTS			
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
8.1 Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	• N/A	• CPO • VPFCFO • (Requires BOR Acceptance)	
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.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters (Conditional letters of appointment to faculty)			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
9.1.1 Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	<ul style="list-style-type: none"> • Faculty Advisory Committee/Dept Promotion Committee • DC/AM • Dean • PVPA • CEO 	<ul style="list-style-type: none"> • Chancellor (Tenure Granted Upon Action of BOR) 	<ul style="list-style-type: none"> • Chancellor (Tenure Granted Upon Action of BOR)
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"> • Faculty Advisory Committee/Dept Promotion Committee • DC/AM • Dean • PVPA • CEO 	<ul style="list-style-type: none"> • PVPA 	<ul style="list-style-type: none"> • PVPA
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (<i>e.g. Visiting Faculty Titles & Lecturer Titles</i>)	<ul style="list-style-type: none"> • Faculty Search Committee • DC/AM • Dean • PVPA 	<ul style="list-style-type: none"> • PVPA 	<ul style="list-style-type: none"> • PVPA
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"> • PVPA • CEO 	<ul style="list-style-type: none"> • Chancellor 	<ul style="list-style-type: none"> • Chancellor
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"> • PVPA 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO
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"> • Dean • PVPA 	<ul style="list-style-type: none"> • PVPA 	<ul style="list-style-type: none"> • PVPA

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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"> • Dean • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs
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"> • DC/AM • Dean • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Dean • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • Dean • PVPAAs • AVPAAs 	<ul style="list-style-type: none"> • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • DC/AM • Dean • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs 	<ul style="list-style-type: none"> • PVPAAs
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • PVPAAs • VPRDGS 	<ul style="list-style-type: none"> • VPRDGS • PVPAAs • VPFCFO 	<ul style="list-style-type: none"> • PVPAAs • VPFCFO
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • DC/AM • Dean • VPRDGS 	<ul style="list-style-type: none"> • VPRDGS 	<ul style="list-style-type: none"> • PVPAAs • VPRDGS
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"> • DC/AM • Dean • CHRO 	<ul style="list-style-type: none"> • VPFCFO • PVPAAs • EDACR • VPRDGS • VPIAER • VPESSA 	<ul style="list-style-type: none"> • VPFCFO • CEO
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • DC/AM • Dean 	<ul style="list-style-type: none"> • VPFCFO • PVPAAs 	<ul style="list-style-type: none"> • VPFCFO • CEO

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	<ul style="list-style-type: none"> • CHRO 	<ul style="list-style-type: none"> • EDACR • VPRDGS • VPIAER • VPESSA 	
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • DC/AM • Dean • CHRO 	<ul style="list-style-type: none"> • VPFCFO • PVPA • EDACR • VPRDGS • VPIAER • VPESSA 	<ul style="list-style-type: none"> • VPFCFO • CEO
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM
11. EQUIPMENT LEASE AGREEMENTS			
<i>TAMUK 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 TAMUK-owned equipment.</i>	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • CPO • VPFCFO
11.2 Equipment Lease for TAMUK -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUK -owned equipment.</i>	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • CPO • VPFCFO
11.2.1 Rental Vehicles <i>(Non- TAMUK Lessee)</i>	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • CPO • VPFCFO
11.2.2 Equipment	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • CPO • VPFCFO
<i>TAMUK as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUK use with</i>	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • CPO • VPFCFO

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<i>fixed option to purchase within a specified period (five years or less).</i>			
11.4 Equipment Lease (Rental) <i>Rental of equipment for TAMUK use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> DC/AM 	<ul style="list-style-type: none"> CPO VPFCFO 	<ul style="list-style-type: none"> CPO VPFCFO
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> DC/AM 	<ul style="list-style-type: none"> EDFC VPFCFO 	<ul style="list-style-type: none"> EDFC VPFCFO
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements) Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO General Counsel 	<ul style="list-style-type: none"> Treasurer DCIO General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> Treasurer Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			

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14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> Primary Investigator DC/AM 	<ul style="list-style-type: none"> VPFCFO VPRDGS PVPA VPESSA 	<ul style="list-style-type: none"> VPFCFO VPRDGS PVPA VPESSA
14.2 Student Financial Aid	<ul style="list-style-type: none"> DFA 	<ul style="list-style-type: none"> VPESSA VPFCFO 	<ul style="list-style-type: none"> VPESSA VPFCFO
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> Primary Investigator DC/AM 	<ul style="list-style-type: none"> VPFCFO VPRDGS PVPA VPESSA 	<ul style="list-style-type: none"> VPFCFO VPRDGS PVPA VPESSA
14.4 Funding Agreements (Non-Academic; Non-Sponsored Research)	<ul style="list-style-type: none"> Primary Investigator DC/AM 	<ul style="list-style-type: none"> VPFCFO VPRDGS VPESSA 	<ul style="list-style-type: none"> VPFCFO VPRDGS VPESSA
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General's Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial</u>	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO

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<u>Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>			
15.5 Workers' Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC \geq \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO • General Counsel
15.6 Administrative Contracts	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC \geq \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.2.1 Non-Patent License Agreement (<i>Technology Transfer</i>) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	

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16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
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"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR 	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • CEO • OGC • TTC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • CEO • TTC 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	

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"> • OGC • VCR 		
16.1.9 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TTC • ECO 	<ul style="list-style-type: none"> • N/A 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TTC 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TTC • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then member CEO decides relative weighting of IP in license agreement 	
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> • CEO • TTC • OGC 	<ul style="list-style-type: none"> • Member CEOs approve for their member • If CEOs cannot agree, then Chancellor or VCR decides sharing among members for the IP 	
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • CEO • TTC • OGC 	<ul style="list-style-type: none"> • Member CEOs approve for their member • If CEOs cannot agree, then Chancellor or VCR decides relative weighting of IP in license agreement 	
16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • IP Creator • CEO • TTC • OGC for trademarks • VCR 	<ul style="list-style-type: none"> • TTC controls prosecution and registrations • CEO approves expenses for member 	
16.2.5 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright	<ul style="list-style-type: none"> • IP Creator • CEO • TTC • OGC for trademarks 	<ul style="list-style-type: none"> • TTC controls prosecution and registrations • CEO approves expenses for member 	

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)
registrations and trademark applications)			
16.3 Collegiate Licensing	• CEO	• CEO	
16.4 Nondisclosure/Confidentiality Agreements			
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property	• CEO • TTC • OGC • VCR	• CEO approves for member and VCR approves and executes	
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between 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>)	• CEO • TTC • OGC • VCR	• CEO approves for member and VCR approves and executes	
16.6 Business Entity to Commercialize System Intellectual Property			
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	• Member Commercialization Office (if Member sponsored creation of Entity) • CEO (If Member sponsored creation of Entity) • TTC	• Approval of Chancellor via OGC process • VCR executes	

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"> • OGC • VCR 		
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR • Chancellor 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • CEO • OGC • TTC (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO via OGC process • VCR (if patent) 	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • CEO • TTC • OGC • SOBA • VCR • Chancellor 	<ul style="list-style-type: none"> • Chancellor or VCR 	
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • CEO • OGC • TTC (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO • VCR (if patent) 	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • CEO • OGC • TTC • VCR 	<ul style="list-style-type: none"> • VCR 	

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)
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> DC/AM Vice Presidents CPO 	<ul style="list-style-type: none"> CPO VPFCFO 	<ul style="list-style-type: none"> CPO VPFCFO
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"> DC/AM Vice Presidents CPO 	<ul style="list-style-type: none"> CPO VPFCFO 	<ul style="list-style-type: none"> CPO VPFCFO
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> DC/AM Vice Presidents Dean 	<ul style="list-style-type: none"> CPO VPFCFO 	<ul style="list-style-type: none"> CPO VPFCFO
18.2 RELLIS Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> PVPAA 	<ul style="list-style-type: none"> PVPAA 	<ul style="list-style-type: none"> PVPAA
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) All settlements shall have concurrence of the TAMUK CEO and General Counsel and where required, the approval of the State Attorney General.			
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> OGC Chancellor OGC 	<ul style="list-style-type: none"> General Counsel Chancellor 	<ul style="list-style-type: none"> General Counsel Chancellor (more than \$300K BOR)
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"> Department Head OGC Chancellor 	<ul style="list-style-type: none"> General Counsel Chancellor 	<ul style="list-style-type: none"> General Counsel Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			

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)
20.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUK and non-TAMUK entities; contracts to perform educational and service activities consistent with the TAMUK mission.</i>	<ul style="list-style-type: none"> DC/AM Dean PVPAAs 	<ul style="list-style-type: none"> PVPAAs CPO VPFCFO 	<ul style="list-style-type: none"> PVPAAs VPFCFO
20.2	Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> DC/AM Dean PVPAAs 	<ul style="list-style-type: none"> PVPAAs VPFCFO 	<ul style="list-style-type: none"> PVPAAs VPFCFO
20.3	International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> PVPAAs 	<ul style="list-style-type: none"> PVPAAs VPFCFO 	<ul style="list-style-type: none"> PVPAAs VPFCFO
20.4	International Study Abroad Program	<ul style="list-style-type: none"> PVPAAs 	<ul style="list-style-type: none"> PVPAAs VPFCFO 	<ul style="list-style-type: none"> PVPAAs VPFCFO
20.5	Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUK's students.</i>	<ul style="list-style-type: none"> DC/AM Dean Vice President 	<ul style="list-style-type: none"> PVPAAs VPFCFO 	<ul style="list-style-type: none"> PVPAAs VPFCFO
20.6	Work Study Program Agreements	<ul style="list-style-type: none"> Director of Financial Aid 	<ul style="list-style-type: none"> VPESSA CPO 	<ul style="list-style-type: none"> VPESSA VPFCFO
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC				
21.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMUK and non-TAMUK entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> DC/AM Dean Vice President 	<ul style="list-style-type: none"> CPO VPFCFO 	<ul style="list-style-type: none"> CPO VPFCFO
22. PURCHASE AGREEMENTS (TAMUK acquiring goods and services not addressed in Section 27)				
22.1	TAMUK Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms promulgated by TAMUK, which are processed through the appropriate bid</i>	<ul style="list-style-type: none"> DC/AM < \$10,000 Dean < \$10,000 CPO 	<ul style="list-style-type: none"> DC/AM < \$10,000 Dean < \$10,000 CPO VPFCFO CA 	<ul style="list-style-type: none"> CPO VPFCFO

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>process in accordance with TAMUK policies and State requirements.</i>				
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"> • DC/AM < \$10,000 • Dean < \$10,000 	<ul style="list-style-type: none"> • DC/AM < \$10,000 • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • CPO • VPFCFO • ADP (to \$200,000)
22.3	Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1	Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • DC/AM < \$10,000 • Dean < \$10,000 	<ul style="list-style-type: none"> • DC/AM < \$10,000 • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • CPO • VPFCFO • ADP (to \$200,000)
22.3.2	System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> • DC/AM < \$10,000 • Dean < \$10,000 	<ul style="list-style-type: none"> • DC/AM < \$10,000 • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • CPO • VPFCFO • ADP (to \$200,000)
22.3.3	Intellectual Property (non through TTC) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
22.4	Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • DC/AM < \$10,000 • Dean < \$10,000 	<ul style="list-style-type: none"> • DC/AM < \$10,000 • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • CPO • VPFCFO • ADP (to \$200,000)
22.4.1	Professional/Service Associations <i>Purchase by TAMUK 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"> • DC/AM < \$10,000 • Dean < \$10,000 	<ul style="list-style-type: none"> • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • CPO • VPFCFO • ADP (to \$200,000)
22.4.2	Social/Individual	<ul style="list-style-type: none"> • DC/AM < \$10,000 • Dean < \$10,000 	<ul style="list-style-type: none"> • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • CPO • VPFCFO • ADP (to \$200,000)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Purchase by TAMUK on behalf of an individual of a membership in a social organization.</i>			
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"> • DC/AM < \$10,000 • Dean < \$10,000 • Director, Library 	<ul style="list-style-type: none"> • DC/AM < \$10,000 • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • PVPA • CPO • VPFCFO • ADP (to \$200,000)
22.6 Library Subcontracts <i>TAMUK library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Director, Library 	<ul style="list-style-type: none"> • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • PVPA • CPO • VPFCFO • ADP (to \$200,000)
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • EDFC 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • DC/AM < \$10,000 • CPO • CA 	<ul style="list-style-type: none"> • VPFCFO
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO and/or SERO • OGC 	<ul style="list-style-type: none"> • BOR approval required if consideration is over \$1,000,000 • Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less 	

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

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.2	Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> o <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO • OGC • Chancellor or S-CFO 	<ul style="list-style-type: none"> • Chancellor, S-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> o <i>SREO oversees all acquisitions of real property.</i> o <i>SOBA and OGC must approve prior to CEO accepting gift.</i>	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO and/or SERO • OGC • SOBA 	<ul style="list-style-type: none"> • CEO can accept after approval of OGC and SOBA • S-CFO can accept after approval of OGC and SOBA if property is gifted/be quested to System Offices 	
23.4	Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> o <i>SREO oversees all activities required to dispose of or exchange real property.</i> o <i>Member CEOs may recommend disposal or exchange of System real property.</i>	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO and/or SERO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval, if necessary 	
23.5	Lease of Real Property			
	23.5.1 TO 3 rd Parties o <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> o <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC • Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> • CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	
	23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from</i>	<ul style="list-style-type: none"> • CPO • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO, Chancellor or S-CFO depending on term, amount and property assignment. 	SP 41.01 and SR 41.01.01 approvals: • 5 yrs. or less/\$500,000 or less – CEO or S-CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<p><i>a 3rd party for TAMUK use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>		<ul style="list-style-type: none"> • 10 yrs. or less/over \$500,000 to \$1,000,000 – Chancellor or S-CFO • More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUK use for a specific student retreat.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> • CEO • SERO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction 	
23.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> • CEO • SERO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction • Chancellor or S-CFO (if BOR approval required) 	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval 	
23.7 Housing Agreements			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • EDRL • VPESSA • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VPFCFO 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • EDRL • VPESSA • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VPFCFO 	

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)
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • EDRL • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VPFCFO 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • EDRL 	<ul style="list-style-type: none"> • CEO • VPFCFO 	
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • CPO • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VPFCFO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • CPO • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VPFCFO • VCBA or Managing Counsel, Property & Construction 	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd 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"> • EDCFS • CPO • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VPFCFO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • CPO • VPFCFO • CEO • SERO and/or SERO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements;	<ul style="list-style-type: none"> • VPFCFO • CEO • SERO 	<ul style="list-style-type: none"> • VCBA, Landman IV or Managing Counsel, Property & Construction 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	• OGC		
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)	• SREO and/or SERO • OGC	• CEO • VPFCFO • VCBA or Managing Counsel, Property & Construction	
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	• SREO • OGC	• CEO • VPFCFO • S-CFO or VCBA	
23.8.8 Condominium Ownership, Operations and Activity Documents	• SREO • OGC	• S-CFO or VCBA	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	• SREO • OGC	• CEO • VPFCFO • VCBA	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company	• CEO • VPFCFO • SREO	• CEO • VPFCFO • VCBA or Managing Counsel, Property & Construction	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> • OGC 		
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • N/A • 	<ul style="list-style-type: none"> • N/A 	
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> • Primary Investigator • DC/AM • CPO 	<ul style="list-style-type: none"> • VPRDGS • CPO • VPFCFO 	
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"> • Primary Investigator • DC/AM • CPO • 	<ul style="list-style-type: none"> • VPRDGS • CPO • VPFCFO 	
24.3 Proposal Submissions	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	
24.4 Teaming Agreements	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	
24.5 Non-disclosure/Confidentiality Agreements	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	
24.8 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	

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)
24.9 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"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	<ul style="list-style-type: none"> • VPRDGS
25.2 RELLIS Campus Revenue Generating	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPRDGS 	<ul style="list-style-type: none"> • VPRDGS
26. SALES AGREEMENTS (TAMUK providing goods or services)			
26.1 Consultant/Professional Service Agreements (non-statutory) <i>TAMUK acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • DC/AM • Dean 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • CPO • VPFCFO
26.1.1 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO • CEO
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • DC/AM • Dean 	<ul style="list-style-type: none"> • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • DC/AM • Property Manager • CPO • EDCFS 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • DC/AM • CPO • Fixed Asset Manager • EDCFS 	<ul style="list-style-type: none"> • EDCFS • CPO 	<ul style="list-style-type: none"> • VPFCFO • CEO
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • DC/AM • CPO • Fixed Asset Manager 	<ul style="list-style-type: none"> • EDCFS • CPO 	<ul style="list-style-type: none"> • VPFCFO • 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)
	<ul style="list-style-type: none"> EDCFS 		
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> DC/AM CPO Fixed Asset Manager EDCFS 	<ul style="list-style-type: none"> EDCFS CPO 	<ul style="list-style-type: none"> VPFCFO CEO
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> VPFCFO 	<ul style="list-style-type: none"> VPFCFO 	<ul style="list-style-type: none"> VPFCFO CEO
27. SERVICES AGREEMENTS (TAMUK acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> DC/AM Dean 	<ul style="list-style-type: none"> DC/AM > \$10,000 CPO Contract Administrator 	<ul style="list-style-type: none"> CPO VPFCFO
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> DC/AM Dean 	<ul style="list-style-type: none"> DC/AM > \$10,000 CPO Contract Administrator 	<ul style="list-style-type: none"> CPO VPFCFO
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"> DC/AM Dean 	<ul style="list-style-type: none"> DC/AM > \$10,000 CPO Contract Administrator 	<ul style="list-style-type: none"> CPO VPFCFO
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"> DC/AM Dean 	<ul style="list-style-type: none"> DC/AM > \$10,000 CPO Contract Administrator 	<ul style="list-style-type: none"> CPO VPFCFO UHC
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> DC/AM Dean 	<ul style="list-style-type: none"> DC/AM > \$10,000 CPO Contract Administrator 	<ul style="list-style-type: none"> CPO VPFCFO UHC
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> DC/AM Dean EDACR 	<ul style="list-style-type: none"> DC/AM > \$10,000 EDACR Contract Administrator 	<ul style="list-style-type: none"> CPO VPFCFO

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)
27.6 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"> DC/AM Dean CPO EDCFS VPFCFO 	<ul style="list-style-type: none"> CPO Contract Administrator 	<ul style="list-style-type: none"> CPO VPFCFO
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"> DC/AM Dean CPO 	<ul style="list-style-type: none"> DC/AM > \$10,000 CPO Contract Administrator VPFCFO 	<ul style="list-style-type: none"> CPO VFPCFO
27.8 Student Medical Services	<ul style="list-style-type: none"> DC/AM VPESSA 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> VPFCFO
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> DC/AM Vice President 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> VPFCFO
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> DC/AM Dean Vice President 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> VPFCFO
28.2 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art or material of public interest.</i>	<ul style="list-style-type: none"> DC/AM Dean Vice President 	<ul style="list-style-type: none"> CPO 	<ul style="list-style-type: none"> VPFCFO
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements <i>Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with</i>	<ul style="list-style-type: none"> DC/AM < \$10,000 Dean < \$10,000 CPO 	<ul style="list-style-type: none"> DC/AM < \$10,000 Dean < \$10,000 CPO VPFCFO 	<ul style="list-style-type: none"> CPO VPFCFO

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)
A&M System requirements as described in System Policy 25.07, §3(c).		• CA	
30. UNCLASSIFIED AGREEMENTS			
30.1 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as “Not Applicable”.</i>	<ul style="list-style-type: none"> • DC/AM • Dean • Vice President • PVPA • CEO 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
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