

TEXAS A&M-KINGSVILLE
THE TEXAS A&M UNIVERSITY SYSTEM
President's Delegation of Authority for Contract Administration
Fiscal Year 2025

General Delegations:

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

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

*Please be aware that the monetary categories noted in the below delegation of authority are subject to Board of Regents approval for certain contracts in accordance with System policies and regulations. In accordance with System Policy 25.07, §2, certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents. Such dollar threshold does not apply to contracts described in System Policy 25.07, §3.

Legend:

Asst.	Assistant	PD	Executive Director, Procurement
AVC	Associate Vice Chancellor	PI	Principal Investigator/Research
BOR	Board of Regents	S-CFO	System Chief Financial Officer
CAO	Chief Administrative Officer	SOBA	System Office of Budgets & Accounting
CEO	Chief Executive Officer	SP	System Policy
CIO	Chief Information Officer	SR	System Regulation
DCIO	Deputy Chief Investment Officer	SREO	System Real Estate Office
ECO	Export Control Officer	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director

ED-BA	Executive Director, Business Affairs	SYCO	System Marketing & Communications
FPC	Facilities, Planning & Construction	System	The Texas A&M University System
FPC-CFO	Chief Facilities Officer	TI	Texas A& M Innovation
HUB	Historically Underutilized Businesses	VCBA	Vice Chancellor for Business Affairs
LMO	System Land Management Office	VCR	Vice Chancellor for Research
OGC	Office of General Counsel		

<u>Abbreviation</u>	<u>Title</u>
<u>PSVPAA</u>	<u>Provost and Senior Vice President Academic Affairs</u>
<u>VPCFO</u>	<u>Vice President Finance and Chief Financial Officer</u>
<u>VPSACR</u>	<u>Vice President Student Affairs and Community Relations</u>
<u>VPEM</u>	<u>Vice President for Enrollment Management</u>
<u>VPRI</u>	<u>Vice President for Research and Innovation</u>
<u>VPUACFO</u>	<u>Vice President of University Advancement and Chief Foundation Officer</u>
<u>CAO</u>	<u>Chief Administrative Officer</u>
<u>CMCO</u>	<u>Chief Marketing & Communications Officer</u>
<u>EDA</u>	<u>Executive Director of Athletics</u>
<u>CPES</u>	<u>Chief of Performance Excellence and Strategy</u>
<u>AVPAS</u>	<u>Associate Vice President for Academic Success</u>
<u>AVPSA</u>	<u>Associate Vice President of Student Affairs</u>
<u>AVPSA</u>	<u>Associate Vice President for Student Access</u>
<u>AVPAADGS</u>	<u>Associate Vice President of Academic Affairs & Dean of Grad Studies</u>
<u>AVPCO</u>	<u>Associate Vice President Campus Operations</u>
<u>AVPFS</u>	<u>Associate Vice President Financial Services</u>
<u>AVPCIO</u>	<u>Associate Vice President of IT and Chief Information Officer</u>
<u>CBO</u>	<u>Chief of Business Operations</u>
<u>EDRL</u>	<u>Executive Director University Housing and Residence Life</u>
<u>CPO</u>	<u>Chief Procurement Officer</u>
<u>DRM</u>	<u>Director of Risk Management</u>
<u>DFA</u>	<u>Director Student Financial Aid</u>
<u>DC/AM</u>	<u>Department Chair/Account Manager</u>
<u>CA</u>	<u>Contract Administrators</u>
<u>UHC</u>	<u>University HUB Coordinator</u>

Notes:

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$200,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency, unless exempted under the OGC contract review procedures and checklist that have been approved by the chancellor.
- 2 All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 3 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 4 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to TAMUK Contract Management to ensure proper reporting is completed.
- 5 Questions regarding contract administration should be directed to the Office of Procurement Services as outlined in System Rule 25.07.99.S1, Contract Administration.
- 6 University does not recognize contracts signed by University employees or agents as binding on the University unless the employee who signed the contract has duly delegated signature authority
- 7 Employees who sign contracts purporting to bind the University without authority may be personally liable to the contractor and the University, and may be subject to University disciplinary action, up to and including dismissal or discharge for cause.
- 8 Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.
- 9 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.
- 10 Deputy Director and Director of RELLIS Campus are only authorized to sign contracts/agreements involving the RELLIS Campus.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • CPO • VPFCFO
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> • DC/AM • DEAN 	<ul style="list-style-type: none"> • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • DC/AM • DEAN 	<ul style="list-style-type: none"> • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO
4. ATHLETIC AGREEMENTS			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • EDA • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO • CPO
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • DC/AM • EDA 	<ul style="list-style-type: none"> • EDA • VPFCFO • CPO 	<ul style="list-style-type: none"> • VPFCFO • CPO
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • DC/AM • EDA 	<ul style="list-style-type: none"> • VPFCFO • CPO 	<ul style="list-style-type: none"> • VPFCFO • CPO
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO • CPO
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • DC/AM 	<ul style="list-style-type: none"> • EDA • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO • CPO
5. COLLECTION AGENCY AGREEMENTS			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
5.1 Collection of Accounts (<i>See 5.1.1 below</i>). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i>			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	<ul style="list-style-type: none"> • DC/AM • VPFCFO • OGC 	<ul style="list-style-type: none"> • CEO, VPFCFO OR CPO executes and OGC and the State Attorney General approve prior to Vendor execution 	
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)	<ul style="list-style-type: none"> • AVPCO 	<ul style="list-style-type: none"> • VPFCFO 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • AVPCO 	<ul style="list-style-type: none"> • 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>	<ul style="list-style-type: none"> • AVPCO 	<ul style="list-style-type: none"> • 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 (<i>including indemnification</i>) on Acceptance (<i>including cash or cash equivalents</i>) See SP 21.05.	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO • (Requires BOR Acceptance)
8.2 Real Property (<i>including all bequests</i>)	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.

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<i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>			
8.3 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	<ul style="list-style-type: none"> • Faculty Advisory Committee/Dept Promotion Committee • DC/AM • Dean • PSVPAA • 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 • PSVPAACEO 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
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 • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
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"> • PSVPAA • 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</i>	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>Department Head, Interim Head, Acting Head</i>			
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	<ul style="list-style-type: none"> • Dean • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
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 • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
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 • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Dean • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • Dean • PSVPAA • AVPAA 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • DC/AM • Dean • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • PSVPAA • AVPAADGS 	<ul style="list-style-type: none"> • AVPAADGS • PSVPAA • VPFCFO 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • DC/AM • Dean • AVPAADGS 	<ul style="list-style-type: none"> • AVPAADGS 	<ul style="list-style-type: none"> • PSVPAA • AVPAADGS

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
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 • PSVPAA • EDA • AVPAADGS • VPUACFOVPSACR • VPEM 	<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 • CHRO 	<ul style="list-style-type: none"> • VPFCFO • PSVPAA • EDA • AVPAADGS • VPUACFOVPSACR • VPEM 	<ul style="list-style-type: none"> • VPFCFO • CEO
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 • PSVPAA • EDA • AVPAADGS • VPUACFOVPSACR • VPEM 	<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 <i>TAMUK</i> -Related Activities <i>Non-employee (student, conference, etc.)</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

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>rental for a specified period of TAMUK - owned equipment.</i>			
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
TAMU K as Lessee			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUK use with fixed option to purchase within 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"> VPFCFO
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"> 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"> AVPCO VPFCFO 	<ul style="list-style-type: none"> AVPCO 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 ≥ \$200,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
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"> Treasury Services PD > \$10,000 OGC ≥ \$200,000 	<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 ≥ \$200,000 	<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)			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
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 ≥ \$200,000 	<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 ≥ \$200,000 	<ul style="list-style-type: none"> • General Counsel 	<ul style="list-style-type: none"> • General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements, payment card contracts)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$200,000 	<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)			
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 • VPR • PSVPAA • VPSACR • VPEM 	<ul style="list-style-type: none"> • VPFCFO • VPR • PSVPAA • VPSACR • VPEM
14.2 Student Financial Aid	<ul style="list-style-type: none"> • DFA 	<ul style="list-style-type: none"> • VPSACR • VPEM • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO • VPSACR • VPEM
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPFCFO • VPR • PSVPAA • VPSACR • VPEM 	<ul style="list-style-type: none"> • VPFCFO • VPR • PSVPAA • VPSACR • VPEM
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 • VPR • VPSACR • VPEM 	<ul style="list-style-type: none"> • VPFCFO • VPR • VPSACR • VPEM
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.)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
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"> OGC ≥ \$200,000 		<ul style="list-style-type: none"> 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 ≥ \$200,000 	<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 ≥ \$200,000 	<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 Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$200,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$200,000 	<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 ≥ \$200,000 	<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			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> TI OGC VCR 	<ul style="list-style-type: none"> 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 or greater)*
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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • 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"> • VPR • OGC 	<ul style="list-style-type: none"> • VPR executes 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR • VPR 	VPFCFO approves for member and VCR approves and executes	
16.1.3.3 Trademark and Service Mark License (Member owned and System owned trademark of Member’s name)	<ul style="list-style-type: none"> • VPR • OGC 	<ul style="list-style-type: none"> • VPFCFO 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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • VPR • OGC 	<ul style="list-style-type: none"> • VPFCFO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • TI • OGC 	<ul style="list-style-type: none"> • 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 or greater)*
	<ul style="list-style-type: none"> • VCR 		
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • 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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR 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"> • TI • OGC • 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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.1 Material Transfer or Evaluation Agreement covering System Intellectual Property** (<i>Commercial and Non-Commercial</i>) ** IP that is covered by an IP disclosure or is a declared variety, and TI is managing	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> • See Section 24.6 	<ul style="list-style-type: none"> • See Section 24.6 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TI • ECO • VPR 	<ul style="list-style-type: none"> • N/A 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TI • VPR 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then VCR decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC • VPR 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement 	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • IP Creator • TI • OGC for trademarks • VCR • VPR 	<ul style="list-style-type: none"> • TI controls prosecution and registrations 	
16.2.4 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> • IP Creator • CEO • TI (copyright only) • OGC for trademarks • VPR 	<ul style="list-style-type: none"> • TI controls prosecution and registrations (copyright only) • CEO approves expenses for member 	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO 	
16.4 Nondisclosure/Confidentiality Agreements			
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property** ** IP that is covered by IP disclosure or is a declared variety	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • 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 or greater)*
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TI and Non-System entities <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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • CEO (If Member sponsored creation of Entity) • VPFCFO • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • CEO (if Member sponsored investment) • VPFCFO • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7 Intellectual Property Gifts			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • TI • 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"> • OGC • TI (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"> • TI • OGC • SOBA • VCR • CEO • 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 • TI (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"> • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
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"> • VPFCFO
17.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL</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"> • VPFCFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>GOVERNMENT governed by Texas Government Code Chapter 791</i>			
18. INTRA-SYSTEM AGREEMENT			
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"> • VPFCFO
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (<i>See 19.1.1 below</i>) <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: \$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			
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 • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA • CPO • VPFCFO 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • DC/AM • Dean • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO • CPO 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • PSVPAA 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO
20.4 International Study Abroad Program	PSVPAA	<ul style="list-style-type: none"> • PSVPAA • VPFCFO 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO
20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUK' students.</i>	<ul style="list-style-type: none"> • DC/AM • Dean • Vice President 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO 	<ul style="list-style-type: none"> • PSVPAA • VPFCFO
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • DFA 	<ul style="list-style-type: none"> • VPSACR • CPO 	<ul style="list-style-type: none"> • VPSACR • 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 process in accordance with TAMUK policies and State requirements.</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"> • VPFCFO
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
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	<ul style="list-style-type: none"> • DC/AM < \$10,000 	<ul style="list-style-type: none"> • DC/AM < \$10,000 	<ul style="list-style-type: none"> • CPO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Dean < \$10,000 	<ul style="list-style-type: none"> • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • VPFCFO
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"> • VPFCFO
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
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
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"> • DC/AM < \$10,000 • Dean < \$10,000 	<ul style="list-style-type: none"> • CPO • VPFCFO • CA 	<ul style="list-style-type: none"> • CPO • VPFCFO
22.4.2 Social/Individual <i>Purchase by TAMUK on behalf of an individual of a membership in a social 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
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"> • PSVPAA • CPO • VPFCFO
22.6 Library Subcontracts	<ul style="list-style-type: none"> • Director, Library 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • PSVPAA

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>TAMUK library subcontracts to provide off-campus library services.</i>		<ul style="list-style-type: none"> • VPFCFO • CA 	<ul style="list-style-type: none"> • VPFCFO
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • AVPCO • CBO 	<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"> • See SP 21.05, §3 	<ul style="list-style-type: none"> • See SP 21.05, §3
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 fo not apply to this section			
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"> ○ <i>SREO oversees all acquisitions of surface estate, and SLMO oversees acquisitions of mineral estate.</i> 	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO and/or SLMO • 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 	
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"> ○ <i>SREO oversees acquisitions of surface estate, and SLMO oversees acquisitions of mineral estate & easements.</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>	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO and/or SLMO 	<ul style="list-style-type: none"> • CEO can accept after approval of OGC and SOBA 	

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

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<ul style="list-style-type: none"> ○ <i>SREO oversees acquisitions of surface estate, and SLMO oversees acquisitions of mineral estate & easements. SOBA and OGC must approve prior to CEO accepting gift.</i> 	<ul style="list-style-type: none"> ● OGC ● SOBA 	<ul style="list-style-type: none"> ● S-CFO can accept after approval of OGC and SOBA if property is gifted/bequeathed to System Offices 	
<p>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <ul style="list-style-type: none"> ○ <i>SREO oversees activities required to dispose of or exchange surface estate, and SLMO oversees activities required to dispose of or exchange mineral estate & easements.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> ● VPFCFO ● CEO ● ● SREO and/or SLMO ● OGC 	<ul style="list-style-type: none"> ● Chancellor or S-CFO executes after BOR approval, if necessary 	
<p>23.5 Lease of Real Property</p> <p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <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> ○ <i>SREO oversees activities required to lease the surface estate, and SLMO oversees activities required to lease the mineral estate, natural resource development, and subsurface pore space .</i> ○ <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"> ● VPFCFO ● CEO ● SREO ● OGC ● Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> ● VPFCFO OR CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUK use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i>	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO, CEO, Chancellor or S-CFO depending on term, amount and property assignment. SP 41.01 and SR 41.01.01 approvals: <ul style="list-style-type: none"> • 5 yrs. or less/\$500,000 or less –VPFCFO, CEO or S-CFO • 10 yrs. or less/over \$500,000 to \$1,000,000–Chancellor or S-CFO • More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i>	<ul style="list-style-type: none"> • VPFCFO • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • CEO, Chancellor or S-CFO depending on term, amount and property assignment. 	
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"> • VPFCFO • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA 	
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"> • VPFCFO • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA • 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"> • VPFCFO • 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	<ul style="list-style-type: none"> • EDRL 	<ul style="list-style-type: none"> • VPFCFO 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • VPSACR • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • EDRL • VPSACR • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • EDRL • VPSACR • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO 	
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"> • VPFCFO • CEO 	
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • CPO • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO • VCBA 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 	<ul style="list-style-type: none"> • VPFCFO • CEO • VCBA 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
	<ul style="list-style-type: none"> • SREO • OGC 		
<p>23.8.3 Permits, Licenses and Facility Use Agreements covering 3rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.).</p> <ul style="list-style-type: none"> ○ <i>SREO oversees activities associated with surface estate, and SLMO oversees activities associated with mineral estate, water & easements.</i> <p>See SP 41.01.01, §12.2</p>	<ul style="list-style-type: none"> • AVPFS • CPO • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO • VCBA if property assigned to System Offices 	
<p>23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5</p>	<ul style="list-style-type: none"> • CPO • VPFCFO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
<p>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)</p>	<ul style="list-style-type: none"> • VPFCFO • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV 	
<p>23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements;</p>	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO • VCBA or Managing Counsel, Property & Construction 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.) <i>SREO oversees activities associated with surface estate, and SLMO oversees activities associated with mineral estate, water & easements.</i>			
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • VPFCFO • VEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO • S-CFO or VCBA 	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO • VCBA 	
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"> ○ <i>SREO oversees activities associated with surface estate, and SLMO oversees activities</i> 	<ul style="list-style-type: none"> • VPFCFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • VPFCFO • CEO • VCBA or ED-RE 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>associated with mineral estate, water & easements.</i>			
24. RESEARCH AGREEMENTS - Monetary categories above do not apply to this section			
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"> • VPR • 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"> • VPR • CPO • VPFCFO 	
24.3 Proposal Submissions	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPR 	
24.4 Teaming Agreements	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPR 	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPR 	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPR 	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPR 	
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
24.9 Misc. Research Agreements and agreements ancillary to research agreements (e.g., Vessel Time Charter Agreements)	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPR 	
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Primary Investigator • DC/AM 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
26. SALES AGREEMENTS (TAMUS providing goods or services)			
26.1 Consultant/Professional Service Agreements (non-statutory) TAMUS acting as consultant or performing professional service (including testing services).	<ul style="list-style-type: none"> • DC/AM • Dean 	<ul style="list-style-type: none"> • CPO • VPFCFO 	<ul style="list-style-type: none"> • VPFCFO
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> • VPFCFO • VPR 	<ul style="list-style-type: none"> • VPFCFO • VPR 	<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 • CEO
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 • AVPFS 	<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 • AVPFS 	<ul style="list-style-type: none"> • AVPFS • 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 • AVPFS 	<ul style="list-style-type: none"> • AVPFS • CPO 	<ul style="list-style-type: none"> • VPFCFO • CEO
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • DC/AM • CPO 	<ul style="list-style-type: none"> • AVPFS • CPO 	<ul style="list-style-type: none"> • VPFCFO • CEO

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	<ul style="list-style-type: none"> • Fixed Asset Manager • AVPFS 		
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 (TAMUS 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"> • 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"> • 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"> • VPFCFO
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"> • DC/AM • Dean 	<ul style="list-style-type: none"> • DC/AM > \$10,000 • CPO • Contract Administrator 	<ul style="list-style-type: none"> • 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"> • VPFCFO • UHC
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • DC/AM • Dean • EDA 	<ul style="list-style-type: none"> • DC/AM > \$10,000 • EDA • Contract Administrator 	<ul style="list-style-type: none"> • VPFCFO
27.6 Statutory Professional Services <i>Acquisition of professional services as</i>	<ul style="list-style-type: none"> • DC/AM • Dean 	<ul style="list-style-type: none"> • CPO • Contract Administrator 	<ul style="list-style-type: none"> • VPFCFO

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<p><i>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></p>	<ul style="list-style-type: none"> • CPO • AVPFS • VPFCFO 		
<p>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></p>	<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"> • VPFCFO
<p>27.8 Student Medical Services</p>	<ul style="list-style-type: none"> • DC/AM • VPSACR 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
<p>27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i></p>	<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			
<p>28.1 Conference/Short-Course</p>	<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
<p>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></p>	<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			
<p>29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with</p>	<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"> • VPFCFO

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A&M System requirements as described in System Policy 25.07, §3(c).			
30. UNCLASSIFIED/OTHER AGREEMENTS			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> • DC/AM • Dean • Vice President • PSVPAA • CEO 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
30.2 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 • PSVPAA • CEO 	<ul style="list-style-type: none"> • CPO 	<ul style="list-style-type: none"> • VPFCFO
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