



25.07.01.D0.02 Delegation of Authority for Contract Administration

Approved: March 20, 2013

Revised: November 8, 2013

April 18, 2016

Next Scheduled Review: April 18, 2019

Procedure Statement

System Regulation 25.07.01, Contract Administration Procedures and delegations requires the CEOs of each agency and institution of higher education in The Texas A&M University System to annually update and submit its contracting delegations to the Chancellors Office for approval by the Board of Regents. The current approved contracting delegations for the Texas A&M University-Central Texas (A&M-Central Texas) is below.

Reason for Procedure

A&M-Central Texas has established this Procedure for delegation of authority for approvals of all purchases, leases, agreements... valued at \$499,999.99 and less.

Procedures and Responsibilities

1. GENERAL

1.1 Each Vice President, Director, Dean and Department is responsible for ensuring that all contracts are processed through the appropriate administrative channels for reviews and approvals, as indicated in the contracting delegations.

1.2 The Vice President for Finance & Administration or his/her designee(s) will review all contracts, coordinate the requisite reviews by the System Office of General Counsel and will verify compliance with the contracting delegations.

Related Statutes, Policies, or Requirements

System Policy [25.07 Contract Administration](#)

System Regulation [25.07.01 Contract Administration Procedures and Delegations](#)

Contact Office

Office of the Vice President for Finance & Administration
254-519-5498

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General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than \$500,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$500,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Chief Academic Officer or the Chief Financial Officer is delegated the authority to execute the contract.

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

Legend:

AP	Associate Provost	OGC	Office of General Council
ARI	Author/Researcher/Inventor	PI	Principal Investigator
BOR	Board of Regents	PIC	Procurement & Inventory Coordinator
CAO	Chief Academic Officer	PUR	TAMU Purchasing
CEO	Chief Executive Officer	SCIO	System Chief Information Officer
CFO	Chief Financial Officer (function of OGC)	SOBA	System Office of Budgets & Accounting
CH	Chancellor	SP	System Policy
CIO	Chief Information Officer	SR	System Regulation
CRO	Chief Research Officer	SREO	System Real Estate Office, function of OGC
DC	Department Chair	SRM	System Risk Management
Dean	Dean	SRMO	Safety & Risk Management Officer
DIR	Director	STS	System Treasury Services

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EVC	Executive Vice Chancellor & CFO	TRC	Tenure Review Committee
FPC	Facilities, Planning, & Construction	TTC	AVC, Texas A&M System Technology

Notes:

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

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	<ul style="list-style-type: none"> • DC or DIR • Dean (as applicable) • CFO 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • DC or DIR • Dean (as applicable) • CRO (as applicable) • CAO (as applicable) • CFO • TTC • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO (<\$300,000) • CEO
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • DC or DIR • Dean (as applicable) • CRO (as applicable) • CAO (as applicable) • CFO • TTC • OGC 	<ul style="list-style-type: none"> • CAO of CFO 	<ul style="list-style-type: none"> • CAO of CFO (<\$300,000) • CEO
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • CAO • CFO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CEO

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4. ATHLETIC AGREEMENTS			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	• N/A	• N/A	• N/A
4.1.1 Athletic Game Guarantees	• N/A	• N/A	• N/A
4.2 Athletic Event Sponsorship	• N/A	• N/A	• N/A
4.3 Transportation Purchase Order Contracts	• N/A	• N/A	• N/A
4.4 Hotel Purchase Order Contracts	• N/A	• N/A	• N/A
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 19.4.1 herein.	See Section 19.4.1 herein.	See Section 19.4.1 herein.
4.6 Recreational Sports Event Sponsorship	• DIR • Dean • CFO	• CFO	• CFO
5. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
5.1 Minor Projects (Less than \$4,000,000)	• CFO • CEO • OGC	• CFO	
5.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	• CFO • CEO • FPC • OGC	• CFO • BOR	
5.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	• CFO • CEO • FPC • OGC	• CFO	
6. CONSULTING AGREEMENTS			
6.1 Statutory Consulting Agreements <i>Acquisition of consulting services as</i>	See Section 22.7 herein.	See Section 22.7 herein.	See Section 22.7 herein.

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<i>defined by Texas Government Code § 2254.021.</i>			
6.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 21.1 herein.	See Section 21.1 herein.	See Section 21.1 herein.
7. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
7.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> • DC or DIR • Dean (as applicable) • CAO (as applicable) • CFO • CEO • SOBA (as applicable) • TTC (as applicable) • OGC 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO (<\$1,000,000) • CH (>\$1,000,000)
7.2 Real Property <i>(including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 19.1 herein.	See Section 19.1 herein.	See Section 19.1 herein.
8. EMPLOYMENT APPOINTMENTS			
8.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>			
8.1.1 Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>	<ul style="list-style-type: none"> • Dean • TRC • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO • BOR
8.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>	<ul style="list-style-type: none"> • Dean • TRC • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO • BOR
8.1.3 Approval of Appointment Offers –	<ul style="list-style-type: none"> • DC 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000)

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Non-Tenure Track Appointments (e.g. Visiting Faculty Titles & Lecturer Titles)	<ul style="list-style-type: none"> • Dean • CAO 		<ul style="list-style-type: none"> • CEO
8.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> • CAO • CEO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO • BOR (Deans only)
8.1.5 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"> • Dean • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.1.6 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 • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> • Dean • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.1.8 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"> • Dean • CAO 	<ul style="list-style-type: none"> • Dean (<\$85,000) • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Dean • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO

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8.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • DC • Dean • AP (as applicable) • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • DC • Dean • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • DC • Dean • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • Dean • CIR 	<ul style="list-style-type: none"> • Dean or DIR (<\$20,000) • CAO 	<ul style="list-style-type: none"> • CAO (<\$200,000) • CEO
8.2 Non-Faculty Employment Appointments			
8.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> • Dean or DIR • HRO 	<ul style="list-style-type: none"> • HRO 	<ul style="list-style-type: none"> • HRO
8.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • Dean or DIR • HRO 	<ul style="list-style-type: none"> • HRO 	<ul style="list-style-type: none"> • HRO
8.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • Dean or DIR • HRO 	<ul style="list-style-type: none"> • HRO 	<ul style="list-style-type: none"> • HRO
9. EQUIPMENT LEASE AGREEMENTS			
<i>TAMUCT as Lessor</i>			
9.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMUCT-owned equipment.</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
9.2 Equipment Lease for TAMUCT-Related	<ul style="list-style-type: none"> • Dean or DIR 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUCT -owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • CRO (as applicable) • SRMO • CFO • OGC 		
9.2.1 Rental Vehicles <i>(Non- TAMUCT Lessee)</i>	<ul style="list-style-type: none"> • Dean or DIR • SRMO • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
9.2.2 Equipment	<ul style="list-style-type: none"> • Dean or DIR • CRO (as applicable) • SRMO • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
TAMUCT] as Lessee			
9.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUCT use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Dean or DIR • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
9.4 Equipment Lease (Rental) <i>Rental of equipment for TAMUCT use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Dean or DIR • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$50,000 total contract) • CFO 	<ul style="list-style-type: none"> • CFO
10. FEDERAL & STATE REGULATORY AGREEMENTS			
10.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Dean or DIR • CFO • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO
11. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			
11.1 Grants (sponsored projects)	<ul style="list-style-type: none"> • Dean or DIR • CRO 	CAO	<ul style="list-style-type: none"> • CAO

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	<ul style="list-style-type: none"> • CAO 		
11.2 Student Financial Aid	<ul style="list-style-type: none"> • DIR • CAO 	CAO	<ul style="list-style-type: none"> • CAO
11.3 Funding Agreements <i>(Academic)</i>	<ul style="list-style-type: none"> • Dean or DIR • CRO (as applicable) • CAO • CFO • OGC 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO
11.4 Funding Agreements <i>(Non-Academic)</i>	<ul style="list-style-type: none"> • DIR • CAO • CFO • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CFO
12. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)			
12.1 Technology Transfer			
12.1.1 Patent License Agreement <i>(Technology Transfer)</i>	<ul style="list-style-type: none"> • ARI • Dean or DIR • CFO • TCC • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CEO
12.1.2 Non-Patent License Agreement <i>(Technology Transfer)</i>	<ul style="list-style-type: none"> • Dean or DIR • CFO • TCC • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
12.1.3 Trademark License	<ul style="list-style-type: none"> • Dean or DIR • CFO • TTC (as applicable) • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
12.1.4 Invention/Software Copyright	<ul style="list-style-type: none"> • ARI 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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Disclosure	<ul style="list-style-type: none"> • Dean or DIR • CFO • TCC • OGC 		
12.1.5 Software License	See Section 18.3 herein.	See Section 18.3 herein.	See Section 18.3 herein.
12.1.6 Material Transfer (<i>Commercial</i>)	<ul style="list-style-type: none"> • ARI • Dean or DIR • CFO • TCC • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
12.1.7 Material Transfer (<i>Non-Commercial</i>)	<ul style="list-style-type: none"> • ARI • Dean or DIR • CFO • TCC • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
12.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • CFO • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
12.3 Collegiate Licensing	<ul style="list-style-type: none"> • DIR • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
12.4 Nondisclosure/Confidentiality Agreements <i>Committing TAMUCT or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> • CAO (as applicable) • CFO • OGC 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • N/A
12.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition</i>	<ul style="list-style-type: none"> • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO

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<i>(provision) from (to) another state agency or institution</i>	<ul style="list-style-type: none"> • OGC 		
12.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • CFO • OGC 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO
12.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • CFO • OGC 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO
12.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • CFO • TTC • OGC 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO
12.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> • CAO • OGC 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
12.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> • Dean or DIR • CFO • TTC • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
12.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> • CFO • TTC • OGC 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CEO
13. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
13.1 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"> • Dean or DIR • CIO (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
13.2 Inter-Local Agreements	<ul style="list-style-type: none"> • Dean or DIR 	<ul style="list-style-type: none"> • Dean or DIR (<\$10,000) 	<ul style="list-style-type: none"> • CFO

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<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"> • CIO (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	
14. INTRA-SYSTEM AGREEMENT			
14.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> • Dean or DIR • CIO (as applicable) • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$10,000) • CFO 	<ul style="list-style-type: none"> • CFO
15. LEGAL (SP 09.04, SR 09.04.01)			
15.1 Litigation (<i>See 15.1.1 below</i>) <i>All settlements shall have concurrence of the TAMUCT CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
15.1.1 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"> • CFO • CEO • OGC 	<ul style="list-style-type: none"> • OGC 	<ul style="list-style-type: none"> • CH (\$100,000 - \$300,000) • BOR (>\$300,000)
15.2 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"> • CFO • OGC 	<ul style="list-style-type: none"> • OGC 	<ul style="list-style-type: none"> • OGC
16. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC			
16.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUCT and non-TAMUS entities; contracts to perform</i>	<ul style="list-style-type: none"> • DC • Dean or DIR • CAO • CFO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO or CEO

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<i>educational and service activities consistent with the TAMUCT’s mission.</i>			
16.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • DC • Dean or DIR • CAO • CFO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO
16.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • DC • Dean or DIR • CAO • CFO • OGC 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CEO
16.4 International Study Abroad Program	<ul style="list-style-type: none"> • Dean or DIR • CAO • CFO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CEO
16.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUCT’s students.</i>	<ul style="list-style-type: none"> • DC • Dean or DIR • CAO • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$25,000) • CAO 	<ul style="list-style-type: none"> • CAO
16.6 Work Study Program Agreements	<ul style="list-style-type: none"> • DC • Dean or DIR • CAO • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$25,000) • CAO 	<ul style="list-style-type: none"> • CAO
17. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
17.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMUCT and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> • Dean or DIR • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
18. PURCHASE AGREEMENTS TAMUCT acquiring goods and non-professional services)			

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18.1 <i>TAMUCT Purchase Orders</i> <i>Purchase of goods from outside vendor using standard form promulgated by TAMUCT which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CIO (as applicable) • SCIO (>\$250,000 as applicable) • PIC • PUR (>\$5,000) 	<ul style="list-style-type: none"> • Dean or DIR (<\$50,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
18.2 <i>Vendor Purchase Orders</i> <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CIO (as applicable) • SCIO (>\$250,000 as applicable) • PIC • PUR 	<ul style="list-style-type: none"> • Dean or DIR (<\$50,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
18.3 <i>Software License Agreements</i> <i>Contract for site use of computer software using vendor supplied document or agreement.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CIO (as applicable) • SCIO (<ul style="list-style-type: none"> • Dean or DIR (<\$50,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
18.3.1 <i>Department</i> <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CIO (as applicable) • SCIO (>\$250,000 as applicable) • PIC • PUR (>\$5,000) 	<ul style="list-style-type: none"> • Dean or DIR (<\$50,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
18.3.2 <i>University</i> <i>Contract providing University-wide computing application.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CIO (as applicable) • SCIO (>\$250,000 as 	<ul style="list-style-type: none"> • Dean or DIR (<\$50,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO

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	<ul style="list-style-type: none"> • applicable) • PIC • PUR 		
18.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
18.4.1 Professional/Service Associations <i>Purchase by TAMUCT 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"> • Dean or DIR • CEO (institutional membership) 	<ul style="list-style-type: none"> • Dean or DIR (<\$50,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO • CEO (institutional membership)
18.4.2 Social/Individual <i>Purchase by TAMUCT on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
18.5 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"> • DIR • CIO (as applicable) • SCIO (>\$250,000 as applicable) • PIC • PUR 	<ul style="list-style-type: none"> • DIR (<\$75,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
18.6 Library Subcontracts <i>TAMUCT library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • DIR • CAO • CFO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO
18.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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	<ul style="list-style-type: none"> • OGC 		
18.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CIO (as applicable) • CFO • PIC • PUR (>\$5,000) 	<ul style="list-style-type: none"> • Dean or DIR (<\$50,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
18.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	<ul style="list-style-type: none"> • Dean or DIR • CFO • CEO • SOBA • OGC 	<ul style="list-style-type: none"> • BOR 	<ul style="list-style-type: none"> • BOR
18.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
19. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
19.1 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i> 	<ul style="list-style-type: none"> • CFO • CEO • SREO 	<ul style="list-style-type: none"> • CH (<\$1,000,000) • BOR (>\$1,000,000) 	
19.2 Lease of Real Property			
19.2.1 TO 3 rd Parties <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</i> 	<ul style="list-style-type: none"> • CFO • CEO • SREO 	<ul style="list-style-type: none"> • CEO (< 5 years / \$500,000) 	

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.

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<p><i>SR 41.01.01, §5.</i></p> <ul style="list-style-type: none"> ○ <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> 			
<p>19.2.2 FROM 3rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUCT use for a specified period.</i></p> <p><i>Per SR 41.01.01, §6:</i></p> <ul style="list-style-type: none"> ○ <i>SREO shall review all such leases except residential property and storage space leases that do not exceed 2 years or \$50,000.</i> ○ <i>Member CEOs may execute residential property and storage space leases that do not exceed 2 years or \$50,000 and all other leases that do not exceed 5 years or \$500,000.</i> 	<ul style="list-style-type: none"> ● CFO ● CEO ● SREO 	<ul style="list-style-type: none"> ● CEO 	
<p>19.2.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUCT use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> ● DIR ● SRMO ● CFO 	<ul style="list-style-type: none"> ● CFO 	
19.3 Housing Agreements			
19.3.1 International Housing	<ul style="list-style-type: none"> ● N/A 	<ul style="list-style-type: none"> ● N/A 	

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<i>University owned or leased housing provided for visiting international faculty.</i>			
19.3.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
19.3.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
19.3.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
19.4 Other Grants of Rights in Real Property			
19.4.1 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"> • Dean or DIR (as applicable) • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	
19.4.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • CFO • OGC 	<ul style="list-style-type: none"> • EVC 	
19.4.3 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"> • SRMO • CFO • OCG (as applicable) 	<ul style="list-style-type: none"> CFO 	
19.4.4 Other Real Property Documents (i.e. Surface Use Agreements,	<ul style="list-style-type: none"> • CFO • OGC 	<ul style="list-style-type: none"> • CEO 	

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Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)	•		
19.5 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 22.6)	• CFO	• CFO	
20. RESEARCH AGREEMENTS			
20.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	• PI • Dean • CRO	• Dean (<\$10,000) • CRO (<\$50,000) • CAO	• CEO
20.2 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).	• PI • Dean • CRO	• Dean (<\$10,000) • CRO (<\$50,000) • CAO	• CEO
20.3 Proposal Submissions	• PI • Dean • CRO • OGC	• N/A	• N/A
20.4 Teaming Agreements	• Dean	• CAO	• CEO

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	<ul style="list-style-type: none"> • CRO • OGC 		
20.5 Non-disclosure Agreements	<ul style="list-style-type: none"> • Dean • CRO • OGC 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
20.6 Material Transfer Agreements	<ul style="list-style-type: none"> • PI • Dean • CRO 	<ul style="list-style-type: none"> • Dean (<\$10,000) • CRO (<\$50,000) • CAO 	<ul style="list-style-type: none"> • CEO
20.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • PI • Dean • CRO 	<ul style="list-style-type: none"> • Dean (<\$10,000) • CRO (<\$50,000) • CAO 	<ul style="list-style-type: none"> • CEO
20.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> • PI • Dean • CRO 	<ul style="list-style-type: none"> • Dean (<\$10,000) • CRO (\$50,000) • CAO 	<ul style="list-style-type: none"> • CEO
21. SALES AGREEMENTS (TAMUCT providing goods or services)			
21.1 Consultant/Professional Service Agreements <i>TAMUCT acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$10,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
21.1.1 Analysis Testing	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$10,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
21.2 Property Transfer Agreements (inventoried and non-inventoried items)			
21.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • PIC • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
21.2.2 Transfer within the System	<ul style="list-style-type: none"> • PIC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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	<ul style="list-style-type: none"> • CFO 		
21.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • PIC • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
21.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • PIC • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22. SERVICES AGREEMENTS (TAMUCT acquiring services)			
22.1 Educational Testing Services	<ul style="list-style-type: none"> • Dean or DIR • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • SRMO • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$5,000 including travel and lodging) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
22.3 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 (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$5,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
22.4 Maintenance Agreements	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
22.4.1 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 (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$5,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
22.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • Dean or DIR (<\$5,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
22.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • DIR • Dean 	<ul style="list-style-type: none"> • Dean (<\$5,000) • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO

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	<ul style="list-style-type: none"> • SRMO • CFO 		
22.6 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 15 herein.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22.7 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 15 herein.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22.8 Student Medical Services	<ul style="list-style-type: none"> • DIR • Dean • CFO 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
22.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
23. SPECIAL EVENTS			
23.1 Conference/Short-Course	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO
23.2 Exhibition Loan Agreements	<ul style="list-style-type: none"> • DC (as applicable) 	<ul style="list-style-type: none"> • CAO or CFO 	<ul style="list-style-type: none"> • CAO or CFO

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<i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	<ul style="list-style-type: none"> • Dean or DIR • CAO (as applicable) • CFO 		
24. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> • DC (as applicable) • Dean or DIR • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO