

**TEXAS A&M UNIVERSITY-CENTRAL TEXAS**  
**President's Delegation of Authority for Contract Administration**  
**Fiscal Year 2019**

**General Delegations:**

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

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

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

**Legend:**

|        |                                            |      |                                               |
|--------|--------------------------------------------|------|-----------------------------------------------|
| ARI    | Author/Researcher/Inventor                 | OGC  | Office of General Counsel                     |
| BOR    | Board of Regents                           | PI   | Principle Investigator                        |
| CAO    | Chief Academic Officer                     | PIC  | Procurement & Inventory Coordinator           |
| CEO    | Chief Executive Officer                    | PUR  | Assigned System Buyer for TAMUCT              |
| CFO    | Chief Financial Officer                    | SOBA | System Office of Budgets & Accounting         |
| CIO    | Chief Information Officer                  | SR   | System Regulation                             |
| CRO    | Chief Research Officer                     | SREO | System Real Estate Office, function of OGC    |
| CS     | Contract Specialist                        | SRMO | Safety & Risk Management Officer              |
| DH     | Department Head                            | SP   | System Policy                                 |
| EIRAC  | EIR Accessibility Coordinator              | TTC  | Texas A&M System Technology Commercialization |
| EVC    | Executive Vice Chancellor / CFO            |      |                                               |
| HRO    | Human Resources Officer                    |      |                                               |
| MARCOM | TAMUCT Marketing & Communications Director |      |                                               |

**Notes:**

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

| TYPE OF CONTRACT                                                                         | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                                                         | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                             | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                  |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>1. ADVERTISING AGREEMENTS</b>                                                         |                                                                                                                                                                                                 |                                                                                                      |                                                                                              |
| 1.1 Advertising Agreements                                                               | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>• DH (&lt; \$10,000)</li> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                       |
| <b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>                          |                                                                                                                                                                                                 |                                                                                                      |                                                                                              |
| 2.1 Agreement with Foreign Governmental Bodies                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> <li>• TTC</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CAO or CFO &lt; \$400,000</li> <li>• CEO</li> </ul> |
| 2.2 Private Companies & Foundations                                                      | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> <li>• TTC</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CAO or CFO &lt; \$400,000</li> <li>• CEO</li> </ul> |
| <b>3. ARTICULATION AGREEMENTS</b>                                                        |                                                                                                                                                                                                 |                                                                                                      |                                                                                              |
| 3.1 Agreements with other institutions of higher education regarding transfer of courses | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CS</li> </ul>                                                                                                                           | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                                              | <ul style="list-style-type: none"> <li>• CAO &lt;\$500,000</li> <li>• CEO</li> </ul>         |
| <b>4. ATHLETIC AGREEMENTS</b>                                                            |                                                                                                                                                                                                 |                                                                                                      |                                                                                              |
| 4.1 Athletic Events<br><i>Scheduled NCAA sanctioned sporting events.</i>                 | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                         | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                      |
| 4.1.1 Athletic Game Guarantees                                                           | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                         | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                      |
| 4.2 Athletic Event Sponsorship                                                           | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                         | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                      |
| 4.3 Transportation Purchase Order Contracts                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                         | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                      |
| 4.4 Hotel Purchase Order Contracts                                                       | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                         | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                      |
| 4.5 Athletic Facility Rental Agreements                                                  | See Section 23.8.1 herein.                                                                                                                                                                      | See Section 23.8.1 herein.                                                                           | See Section 23.8.1 herein.                                                                   |

| TYPE OF CONTRACT                                                                                                                                                                                                                              | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                            | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                                                                                     | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <i>Limited use of System property by outside entities.</i>                                                                                                                                                                                    |                                                                                                    |                                                                                                                                                              |                                                                                                         |
| 4.6 Recreational Sports Event Sponsorship                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> </ul>                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                 |
| <b>5. COLLECTION AGENCY AGREEMENTS</b>                                                                                                                                                                                                        |                                                                                                    |                                                                                                                                                              |                                                                                                         |
| 5.1 Collection of Accounts ( <i>See 5.1.1 below</i> ). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General. [LANGUAGE FROM CONTRACT TEMPLATE] |                                                                                                    |                                                                                                                                                              |                                                                                                         |
| 5.1.1 Collection Agency Agreements<br><i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>             | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CEO, CFO or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b></li> </ul> |                                                                                                         |
| <b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>                                                                                                                     |                                                                                                    |                                                                                                                                                              |                                                                                                         |
| 6.1 Minor Projects (Less than \$4,000,000)                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> </ul>                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                                      |                                                                                                         |
| 6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> </ul>                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                                      |                                                                                                         |
| 6.3 Architect/Engineer<br><i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>                                                                                                                           | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> </ul>                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                                      |                                                                                                         |
| <b>7. CONSULTING AGREEMENTS</b>                                                                                                                                                                                                               |                                                                                                    |                                                                                                                                                              |                                                                                                         |
| 7.1 Statutory Consulting Agreements<br><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<br><i>Providing consulting services to 3<sup>rd</sup> parties</i>                                                                                                                                         | See Section 26.1 herein.                                                                           | See Section 26.1 herein.                                                                                                                                     | See Section 26.1 herein.                                                                                |
| <b>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>                                                                                                                                                                                            |                                                                                                    |                                                                                                                                                              |                                                                                                         |
| 8.1 Personal Property with Restrictions ( <i>including indemnification</i> ) on                                                                                                                                                               | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> </ul>              | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>• CEO &lt; \$1,000,000</li> <li>• CH &gt; \$1,000,000</li> </ul> |

| TYPE OF CONTRACT                                                                                                                                                                      | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                                            | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000) | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Acceptance <i>(including cash or cash equivalents)</i> See SP 21.05.                                                                                                                  | <ul style="list-style-type: none"> <li>• CFO (as applicable)</li> <li>• CS</li> <li>• CEO</li> <li>• SOBA (as applicable)</li> <li>• TCC (as applicable)</li> <li>• OGC</li> </ul> |                                                          |                                                                                                                                    |
| 8.2 Real Property <i>(including all bequests)</i><br><i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i> | See Section 23.3 herein.                                                                                                                                                           | See Section 23.3 herein.                                 | See Section 23.3 herein.                                                                                                           |
| <b>9. EMPLOYMENT APPOINTMENTS</b>                                                                                                                                                     |                                                                                                                                                                                    |                                                          |                                                                                                                                    |
| 9.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>                                                                                                      |                                                                                                                                                                                    |                                                          |                                                                                                                                    |
| 9.1.1 Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>                                                                        | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>• CAO</li> </ul>  | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> <li>• Tenure granted upon action of BOR</li> </ul> |
| 9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>                                        | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>• CAO</li> </ul>  | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul>                                              |
| 9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments <i>(e.g. Visiting Faculty Titles &amp; Lecturer Titles)</i>                                                      | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>• CAO</li> </ul>  | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul>                                              |
| 9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>                                                          | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>• CAO</li> </ul>  | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul>                                              |
| 9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic</i>                                                                                 | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>• CAO</li> </ul>  | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul>                                              |

| TYPE OF CONTRACT                                                                                                                                                                               | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                               | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                            | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>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"> <li>• DH</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>                                                                       | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>                                | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment                                                                                              | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.1.10 Continuing and Extension Education                                                                                                                                                      | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )                                                                                          | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.1.12 Off-Campus Instruction                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )                                                                                             | <ul style="list-style-type: none"> <li>• DH</li> <li>• GS</li> </ul>  | <ul style="list-style-type: none"> <li>• GS &lt; \$20,000</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO &lt; \$300,000</li> <li>• CEO</li> </ul> |
| 9.2 Non-Faculty Employment Appointments                                                                                                                                                        |                                                                       |                                                                                     |                                                                                       |
| 9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>                                                                                                              | <ul style="list-style-type: none"> <li>• DH</li> <li>• HRO</li> </ul> | <ul style="list-style-type: none"> <li>• HRO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                               |

| TYPE OF CONTRACT                                                                                                                                                                         | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                                           | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                              | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>                                                                                                                   | <ul style="list-style-type: none"> <li>• DH</li> <li>• HRO</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>• HRO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                |
| 9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>                                                                                                | <ul style="list-style-type: none"> <li>• DH</li> <li>• HRO</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>• HRO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                |
| <b>10. EMPLOYEE BENEFITS CONTRACTS – Risk Management</b>                                                                                                                                 |                                                                                                                                                                                   |                                                                                       |                                                                        |
| 10.1 Group Insurance Contracts/Policies and Administrative Agreements                                                                                                                    | <ul style="list-style-type: none"> <li>• (System)</li> </ul>                                                                                                                      | <ul style="list-style-type: none"> <li>• (System)</li> </ul>                          | <ul style="list-style-type: none"> <li>• (System)</li> </ul>           |
| <b>11. EQUIPMENT LEASE AGREEMENTS</b>                                                                                                                                                    |                                                                                                                                                                                   |                                                                                       |                                                                        |
| <i>TAMUS as Lessor</i>                                                                                                                                                                   |                                                                                                                                                                                   |                                                                                       |                                                                        |
| 11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMUS-owned equipment.</i> | <ul style="list-style-type: none"> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• SRMO</li> <li>• CS</li> </ul>               | <ul style="list-style-type: none"> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul> |
| 11.2 Equipment Lease for <i>TAMUS</i> -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUS - owned vehicle or other equipment.</i>     | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• SRMO</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                |
| 11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i>                                                                                                                                        | <ul style="list-style-type: none"> <li>• DH</li> <li>• SRMO</li> <li>• CS</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                |
| 11.2.2 Equipment                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• SRMO</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                |
| <i>TAMUS as Lessee</i>                                                                                                                                                                   |                                                                                                                                                                                   |                                                                                       |                                                                        |
| 11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUS use</i>                                                                                                       | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul> |

| TYPE OF CONTRACT                                                                                                       | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                           | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)               | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)            |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| <i>with fixed option to purchase within a specified period (five years or less).</i>                                   | <ul style="list-style-type: none"> <li>• CFO</li> <li>• PIC</li> <li>• CS</li> </ul>                                              |                                                                        |                                                                        |
| 11.4 Equipment Lease (Rental)<br><i>Rental of equipment for TAMUS use for a specified period (five years or less).</i> | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> <li>• CFO</li> <li>• PIC</li> <li>• CS</li> </ul>                 | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul> |
| <b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>                                                                   |                                                                                                                                   |                                                                        |                                                                        |
| 12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies                                      | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul> |
| <b>13. FINANCIAL CONTRACTS – Treasury Services</b>                                                                     |                                                                                                                                   |                                                                        |                                                                        |
| 13.1 System Depositories (SP 22.02)                                                                                    | <ul style="list-style-type: none"> <li>• EVC</li> <li>• CH</li> </ul>                                                             | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                |
| 13.2 Investment Management (SP 22.02)                                                                                  |                                                                                                                                   |                                                                        |                                                                        |
| 13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant Agreements)                  | <ul style="list-style-type: none"> <li>• EVC</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                |
| 13.2.2 Investment Management (SP 22.02)                                                                                | <ul style="list-style-type: none"> <li>• EVC</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                |
| 13.3 Debt Management (SP 23.02, RFS, HEF and PUF)                                                                      |                                                                                                                                   |                                                                        |                                                                        |
| 13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant Agreements)                                   | <ul style="list-style-type: none"> <li>• EVC</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                |
| 13.3.2 Bond Counsel (See Section 19.2 Legal)                                                                           | <ul style="list-style-type: none"> <li>• EVC</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                |
| 13.4 Other Banking Functions (Custodial agreements, securities lending agreements)                                     | <ul style="list-style-type: none"> <li>• EVC</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                |

| TYPE OF CONTRACT                                                                                                                                                                                                                                      | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                           | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)               | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)</b>                                                                                                                                                                               |                                                                                                                                                                   |                                                                        |                                                                                       |
| 14.1 Grants (sponsored projects) (See Section 24.1)                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>• CRO</li> </ul>                | <ul style="list-style-type: none"> <li>• CRO &lt; \$500,000</li> <li>• CEO</li> </ul> |
| 14.2 Student Financial Aid                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               |
| 14.3 Funding Agreements ( <i>Academic</i> )                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO</li> <li>• CS</li> <li>• OGC (as applicable)</li> </ul>                 | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                | <ul style="list-style-type: none"> <li>• CAO &lt; \$500,000</li> <li>• CEO</li> </ul> |
| 14.4 Funding Agreements ( <i>Non-Academic</i> )                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                |
| <b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b><br>(Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)                                                                      |                                                                                                                                                                   |                                                                        |                                                                                       |
| 15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission. | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>               | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              |
| 15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)                                                                                                                                                 | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>               | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              |
| 15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)                                                                                                          | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>               | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              |

| TYPE OF CONTRACT                                                                                                                                                                                                                                                                              | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                          | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                              | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User)<br>NOTE: <u><i>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</i></u> | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              |
| 15.5 Workers' Compensation Insurance Claims processing or settlement                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              |
| 15.6 Administrative Contracts                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              | <ul style="list-style-type: none"> <li>• SRMO</li> </ul>                              |
| <b>16. INTELLECTUAL PROPERTY (SP 17.01)<br/>Texas A&amp;M Technology Commercialization (TTC)</b>                                                                                                                                                                                              |                                                                                                                                                  |                                                                                       |                                                                                       |
| 16.1 Technology Transfer                                                                                                                                                                                                                                                                      |                                                                                                                                                  |                                                                                       |                                                                                       |
| 16.1.1 Patent License Agreement<br><i>(Technology Transfer)</i>                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• ARI</li> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• CRO</li> <li>• TTC</li> <li>• OGC</li> </ul>  | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                               |
| 16.1.2 Non-Patent License Agreement<br><i>(Technology Transfer)</i>                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• CRO</li> <li>• TTC</li> <li>• OGC</li> </ul>                 | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 16.1.3 Trademark License                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• CRO</li> <li>• TTC (as applicable)</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |

| TYPE OF CONTRACT                                                                                                                                                    | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                         | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                              | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 16.1.4 Invention/Software Copyright Disclosure                                                                                                                      | <ul style="list-style-type: none"> <li>• ARI</li> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• TTC</li> <li>• OGC</li> </ul>                | <ul style="list-style-type: none"> <li>• n/a</li> </ul>                               | <ul style="list-style-type: none"> <li>• n/a</li> </ul>                               |
| 16.1.5 Software License                                                                                                                                             | See Section 22.3 herein.                                                                                                                        | See Section 22.3 herein.                                                              | See Section 22.3 herein.                                                              |
| 16.1.6 Material Transfer ( <i>Commercial</i> )                                                                                                                      | <ul style="list-style-type: none"> <li>• ARI</li> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• CRO</li> <li>• TTC</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 16.1.7 Material Transfer ( <i>Non-Commercial</i> )                                                                                                                  | <ul style="list-style-type: none"> <li>• ARI</li> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• CRO</li> <li>• TTC</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 16.2 Intellectual Property Application and Prosecution                                                                                                              | <ul style="list-style-type: none"> <li>• CS</li> <li>• CFO</li> <li>• TTC</li> </ul>                                                            | <ul style="list-style-type: none"> <li>• TTC</li> </ul>                               | <ul style="list-style-type: none"> <li>• TTC</li> </ul>                               |
| 16.3 Collegiate Licensing                                                                                                                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> <li>• MARCOM</li> </ul>                                                          | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               |
| 16.4 Nondisclosure/Confidentiality Agreements<br><i>Committing TAMUS or individuals other than the individual signing.</i><br><i>(Nondisclosure/Confidentiality</i> | <ul style="list-style-type: none"> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• CS</li> <li>• OGC</li> </ul>                             | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                               |

| TYPE OF CONTRACT                                                                                                                                 | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                             | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                     | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>Agreements that SOLELY bind the individual signing are exempt.)</i>                                                                           |                                                                                                                     |                                                                                              |                                                                                       |
| 16.5 Texas Inter-Agency Agreements Commitment for the use/acquisition (provision) from (to) another state agency or institution                  | <ul style="list-style-type: none"> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• CS</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                       | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                |
| 16.6 Business Services Agreements (with outside entities)                                                                                        | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> <li>• OGC</li> </ul>                                | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                       | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                |
| 16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations                                               | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> <li>• OGC</li> </ul>                                | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                       | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                |
| 16.8 Federal/State Program Participation Agreements                                                                                              | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> <li>• TTC</li> <li>• OGC</li> </ul>                 | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                       | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                |
| 16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)                          | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CS</li> <li>• OGC</li> </ul>                                | <ul style="list-style-type: none"> <li>• n/a</li> </ul>                                      | <ul style="list-style-type: none"> <li>• n/a</li> </ul>                               |
| 16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members                                     | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> <li>• CFO</li> <li>• TTC</li> <li>• OGC</li> </ul>   | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul>        | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> <li>• TTC</li> <li>• OGC</li> </ul>                 | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul>        | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                               |
| <b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>                                                                                               |                                                                                                                     |                                                                                              |                                                                                       |
| 17.1 Inter-Agency Agreements                                                                                                                     | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> </ul>                               | <ul style="list-style-type: none"> <li>• DH &lt; \$10,000 per year</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                |

| TYPE OF CONTRACT                                                                                                                                                                      | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                                                          | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                                                   | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>                                       | <ul style="list-style-type: none"> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul>                                              | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CRO</li> </ul>                                                     |                                                                                               |
| 17.2 Inter-Local Agreements<br><i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>          | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• DH &lt; \$10,000 per year</li> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                        |
| <b>18. INTRA-SYSTEM AGREEMENT</b>                                                                                                                                                     |                                                                                                                                                                                                  |                                                                                                                            |                                                                                               |
| 18.1 Intra-System Agreement<br><i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>                                                     | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• DH &lt; \$10,000 per year</li> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                        |
| <b>19. LEGAL (SP 09.04, SR 09.04.01)</b>                                                                                                                                              |                                                                                                                                                                                                  |                                                                                                                            |                                                                                               |
| 19.1 Litigation (See 19.1.1 below) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i> |                                                                                                                                                                                                  |                                                                                                                            |                                                                                               |
| 19.1.1 Approval to Settle:<br><b>\$100,000 or less General Counsel</b><br><b>\$100,000 to \$300,000 Chancellor</b><br><b>More than \$300,000 BOR</b>                                  | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• OGC</li> </ul>                                                                                                            | <ul style="list-style-type: none"> <li>• OGC</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>• CH (\$100,000 - \$300,000)</li> <li>• BOR</li> </ul> |
| 19.2 Outside Legal Counsel<br><i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i> | <ul style="list-style-type: none"> <li>• CFO</li> <li>• OGC</li> </ul>                                                                                                                           | <ul style="list-style-type: none"> <li>• OGC</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>• OGC</li> </ul>                                       |
| <b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC</b>                                                                                                                            |                                                                                                                                                                                                  |                                                                                                                            |                                                                                               |
| 20.1 General Memorandum of Agreement or Understanding (Letter Agreement)<br><i>Documents programmatic commitments</i>                                                                 | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                        |

| TYPE OF CONTRACT                                                                                                                                                               | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                           | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                     | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>between TAMUS and non-TAMUS entities; contracts to perform educational and service activities consistent with the TAMUS mission.</i>                                        | <ul style="list-style-type: none"> <li>• CFO (as applicable)</li> <li>• CS</li> </ul>                                                                             |                                                                                              |                                                                                       |
| 20.2 Cooperative Agreements<br><i>Student co-op affiliation agreements with sponsoring entities.</i>                                                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> <li>• CS</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                                      | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CEO</li> </ul>                |
| 20.3 International Affairs<br><i>Documents mutual obligations for international joint programs.</i>                                                                            | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                                      | <ul style="list-style-type: none"> <li>• CAO &lt; \$500,000</li> <li>• CEO</li> </ul> |
| 20.4 International Study Abroad Program                                                                                                                                        | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                                      | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               |
| 20.5 Training Affiliation ( <i>internships</i> )<br><i>Documents mutual obligations to establish training [internship opportunities] for TAMUS' students.</i>                  | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• DH &lt; \$25,000 per year</li> <li>• CAO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               |
| 20.6 Work Study Program Agreements                                                                                                                                             | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CAO (as applicable)</li> <li>• CFO (as applicable)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• DH &lt; \$25,000</li> </ul>                         | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               |
| <b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>                                                                                                                 |                                                                                                                                                                   |                                                                                              |                                                                                       |
| 21.1 General Memorandum of Agreement or Understanding (Letter Agreement)<br><i>Documents commitments between TAMUS and non-TAMUS entities that are non-academic in nature.</i> | <ul style="list-style-type: none"> <li>• DH</li> <li>• CS</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                      | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               |

| TYPE OF CONTRACT                                                                                                                                                                                                                      | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                                                                          | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                                                   | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>22. PURCHASE AGREEMENTS</b> <i>(TAMUS acquiring goods and non-professional services)</i>                                                                                                                                           |                                                                                                                                                                                                                  |                                                                                                                            |                                                                                       |
| 22.1 TAMUS Purchase Orders<br><i>Purchase of goods from outside vendor using standard form promulgated by TAMUS which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i> | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• SCIO (&gt; \$250,000 as applicable)</li> <li>• PIC</li> <li>• PUR (&gt; \$5,000)</li> </ul>                                | <ul style="list-style-type: none"> <li>• DH (&lt;\$9,000 per year)</li> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> |
| 22.2 Vendor Purchase Orders<br><i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>                                                                                       | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• SCIO (&gt; \$250,000 as applicable)</li> <li>• PIC</li> <li>• PUR (&gt; \$5,000)</li> </ul>                                | <ul style="list-style-type: none"> <li>• DH (&lt;\$9,000 per year)</li> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> |
| 22.3 Software License Agreements<br><i>Contract for site use of computer software using vendor supplied document or agreement.</i>                                                                                                    |                                                                                                                                                                                                                  |                                                                                                                            |                                                                                       |
| 22.3.1 Department<br><i>Contract limiting application to specific Department.</i>                                                                                                                                                     | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• EIRAC</li> <li>• SCIO (&gt; \$250,000 as applicable)</li> <li>• PIC</li> <li>• PUR (&gt; \$5,000)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• DH (&lt;\$9,000 per year)</li> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> |
| 22.3.2 System Offices<br><i>Contract providing System Office computing application.</i>                                                                                                                                               | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• EIRAC</li> <li>• SCIO (&gt; \$250,000 as applicable)</li> <li>• PIC</li> <li>• PUR (&gt; \$5,000)</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• DH (&lt;\$9,000 per year)</li> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> | <ul style="list-style-type: none"> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> </ul> |
| 22.4 Memberships                                                                                                                                                                                                                      | •                                                                                                                                                                                                                | •                                                                                                                          | •                                                                                     |

| TYPE OF CONTRACT                                                                                                                                                                                                                 | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                                                                       | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                                                                                               | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>                                                                                                                                      |                                                                                                                                                                                               |                                                                                                                                                                        |                                                                                                                   |
| 22.4.1 Professional/Service Associations<br><i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>                                             | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (If applicable)</li> <li>• CAO (if applicable)</li> <li>• CFO (if applicable)</li> <li>• CEO (institutional membership)</li> </ul> | <ul style="list-style-type: none"> <li>• DH (&lt; \$9,000 per year)</li> <li>• CRO</li> <li>• CAO</li> <li>• CFO</li> <li>• CEO (institutional memberships)</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CEO (institutional memberships)</li> </ul> |
| 22.4.2 Social/Individual<br><i>Purchase by TAMUS on behalf of an individual of a membership in a social organization.</i>                                                                                                        | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                       | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                           |
| 22.5 Library Acquisitions<br><i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i> | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• EIRAC (as applicable)</li> <li>• SCIO (&gt; \$250,000 as applicable)</li> </ul>                         | <ul style="list-style-type: none"> <li>• DH (&lt; \$75,000 per year)</li> <li>• CAO</li> <li>• CFO</li> </ul>                                                          | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                                            |
| 22.6 Library Subcontracts<br><i>TAMUS library subcontracts to provide off-campus library services.</i>                                                                                                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> <li>• CS</li> </ul>                                                                                                           | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                                                                                                                | <ul style="list-style-type: none"> <li>• CAO (&lt; \$500,000)</li> <li>• CEO</li> </ul>                           |
| 22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> <li>• OGC</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                                                | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                           |
| 22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase                                                                                                                                          | <ul style="list-style-type: none"> <li>• DH</li> <li>• CIO (as applicable)</li> <li>• PIC</li> <li>• CS</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>• DH (&lt; \$10,000 per year)</li> <li>• CAO</li> <li>• CFO</li> </ul>                                                          | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                                            |

| TYPE OF CONTRACT                                                                                                                                                                                                                                            | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                               | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                                | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                          |
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| 22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• DH</li> <li>• CEO</li> <li>• CS</li> <li>• SOBA</li> <li>• OGC</li> </ul>    | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• CEO</li> <li>• CH &gt; \$750,000</li> </ul> |
| 22.10 Financing Service Agreements related to the acquisition of good or services.                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CS</li> <li>• OGC</li> </ul>                                  | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                              |
| <b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>                                                                                                                          |                                                                                                                       |                                                                                                         |                                                                                      |
| 23.1 Purchase of Real Property<br><i>Per SP 41.01, §2 and SR 41.01.01, §3:</i><br><ul style="list-style-type: none"> <li>○ <i>SREO oversees all acquisitions of real property.</i></li> </ul>                                                               | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO</li> <li>• SOBA</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CH &lt; \$1,000,000</li> <li>• BOR &gt; \$1,000,000</li> </ul> |                                                                                      |
| 23.2 Condemnation of Real Property<br><i>Per SP 41.01, §2 and SR 41.01.01, §3:</i><br><ul style="list-style-type: none"> <li>○ <i>SREO oversees all acquisitions of real property.</i></li> </ul>                                                           | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO</li> <li>• SOBA</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CH</li> </ul>                                                  |                                                                                      |
| 23.3 Gifts/Bequests of Real Property<br><i>Per SR 41.01.01, §3:</i><br><ul style="list-style-type: none"> <li>○ <i>SREO oversees all acquisitions of real property.</i></li> <li>○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i></li> </ul> | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO</li> <li>• SOBA</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CH</li> </ul>                                                  |                                                                                      |
| 23.4 Sale or Exchange of Real Property<br><i>Per SP 41.01, §3 and SR 41.01.01, §4:</i><br><ul style="list-style-type: none"> <li>○ <i>SREO oversees all activities required to dispose of or exchange real property.</i></li> </ul>                         | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO</li> <li>• SOBA</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CH</li> </ul>                                                  |                                                                                      |

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

| TYPE OF CONTRACT                                                                                                                                                                                                                                                                                                                                                                 | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                                  | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>                                                                                                                                                                                                                                               |                                                                                        |                                                                                                           |                                                             |
| <b>23.5 Lease of Real Property</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                        |                                                                                                           |                                                             |
| <p>23.5.1 TO 3<sup>rd</sup> Parties</p> <ul style="list-style-type: none"> <li>○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i></li> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul> | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO</li> </ul> | <ul style="list-style-type: none"> <li>• CEO &lt; 5 years</li> <li>• BOR &gt; 5 years</li> </ul>          |                                                             |
| <p>23.5.2 FROM 3<sup>rd</sup> Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for TAMUS use for a specified period.</i></p> <p><i>See SR 41.01.01, §4 and SR 41.01.01, §6</i></p> <ul style="list-style-type: none"> <li>○</li> </ul>                                                    | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CEO</li> <li>• SREO</li> </ul> | <ul style="list-style-type: none"> <li>• CEO (&lt; \$500,000 total and 5 years)</li> <li>• BOR</li> </ul> |                                                             |
| <p>23.5.3 Student Retreat Facility</p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i></p>                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• DH</li> <li>• SRMO</li> <li>• CS</li> </ul>   | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                   |                                                             |
| <b>23.6 Easements (SP 41.01, §6)</b>                                                                                                                                                                                                                                                                                                                                             |                                                                                        |                                                                                                           |                                                             |
| <p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                                                   |                                                             |
| <p>23.6.2 System as Grantee (easement across 3<sup>rd</sup> party's property)</p>                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                                | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                                                   |                                                             |

| TYPE OF CONTRACT                                                                                                                                                                | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                              | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000) | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------|
| <b>(Requires BOR approval if over \$300,000)</b>                                                                                                                                |                                                                                                      |                                                          |                                                             |
| 23.6.3 Conditional Roadway Easements (indefinite term)<br><b>(Requires BOR approval)</b>                                                                                        | <ul style="list-style-type: none"> <li>• BOR</li> </ul>                                              | <ul style="list-style-type: none"> <li>• BOR</li> </ul>  |                                                             |
| 23.7 Housing Agreements                                                                                                                                                         |                                                                                                      |                                                          |                                                             |
| 23.7.1 International Housing<br><i>University owned or leased housing provided for visiting international faculty.</i>                                                          | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |                                                             |
| 23.7.2 Residence Hall<br><i>On-campus student housing.</i>                                                                                                                      | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |                                                             |
| 23.7.3 Student Apartments<br><i>Off-campus University-housing provided for students.</i>                                                                                        | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |                                                             |
| 23.7.4 Mail Box<br><i>Rental of residence hall mail boxes.</i>                                                                                                                  | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                              | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |                                                             |
| 23.8 Other Grants of Rights in Real Property                                                                                                                                    |                                                                                                      |                                                          |                                                             |
| 23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.).<br>See SP 41.01.01, §12.1   | <ul style="list-style-type: none"> <li>• DH (as applicable)</li> <li>• CFO</li> <li>• OGC</li> </ul> | <ul style="list-style-type: none"> <li>• CFO</li> </ul>  |                                                             |
| 23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits                                                                                         | <ul style="list-style-type: none"> <li>• CFO</li> <li>• OGC</li> </ul>                               | <ul style="list-style-type: none"> <li>• EVC</li> </ul>  |                                                             |
| 23.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). | <ul style="list-style-type: none"> <li>• SRMO</li> <li>• CFO</li> </ul>                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>  |                                                             |

| TYPE OF CONTRACT                                                                                                                                                                                                                                                                                                                      | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                             | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000) | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                          |
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| See SP 41.01.01, §12.2                                                                                                                                                                                                                                                                                                                |                                                                                     |                                                          |                                                                                                      |
| 23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• CFO</li> <li>• OGC</li> </ul>              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>  |                                                                                                      |
| 23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)                                                                                                                                                         | <ul style="list-style-type: none"> <li>• CFO</li> <li>• OGC</li> </ul>              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>  |                                                                                                      |
| 23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.) | <ul style="list-style-type: none"> <li>• CFO</li> <li>• OGC</li> </ul>              | <ul style="list-style-type: none"> <li>• CEO</li> </ul>  |                                                                                                      |
| 23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                             | <ul style="list-style-type: none"> <li>• CFO</li> </ul>  |                                                                                                      |
| 23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                             | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |                                                                                                      |
| <b>24. RESEARCH AGREEMENTS</b>                                                                                                                                                                                                                                                                                                        |                                                                                     |                                                          |                                                                                                      |
| 24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier                                                                                                                                  | <ul style="list-style-type: none"> <li>• PI</li> <li>• DH</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CRO</li> </ul>  | <ul style="list-style-type: none"> <li>• CRO &lt; \$500,000</li> <li>• CEO &gt; \$500,000</li> </ul> |

| TYPE OF CONTRACT                                                                                                                                                                                                                                                                         | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                            | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)              | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                          |
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| subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>                                                                                                                                                                                                            |                                                                                                                    |                                                                       |                                                                                                      |
| 24.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor). | <ul style="list-style-type: none"> <li>• PI</li> <li>• DH</li> <li>• CRO</li> </ul>                                | <ul style="list-style-type: none"> <li>• CRO</li> </ul>               | <ul style="list-style-type: none"> <li>• CRO &lt; \$500,000</li> <li>• CEO &gt; \$500,000</li> </ul> |
| 24.3 Proposal Submissions                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• PI</li> <li>• DH</li> <li>• CRO</li> <li>• OGC as applicable</li> </ul>   | <ul style="list-style-type: none"> <li>• n/a</li> </ul>               | <ul style="list-style-type: none"> <li>• n/a</li> </ul>                                              |
| 24.4 Teaming Agreements                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• CRO</li> <li>• OGC</li> </ul>                                             | <ul style="list-style-type: none"> <li>• CAO</li> </ul>               | <ul style="list-style-type: none"> <li>• CRO &lt;\$500,000</li> <li>• CEO &gt; \$500,000</li> </ul>  |
| 24.5 Non-disclosure Agreements                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• CRO</li> <li>• OGC</li> </ul>                                             | <ul style="list-style-type: none"> <li>• n/a</li> </ul>               | <ul style="list-style-type: none"> <li>• n/a</li> </ul>                                              |
| 24.6 Material Transfer Agreements                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• PI</li> <li>• CRO</li> </ul>                                              | <ul style="list-style-type: none"> <li>• CRO</li> </ul>               | <ul style="list-style-type: none"> <li>• CRO &lt; \$500,000</li> <li>• CEO &gt; \$500,000</li> </ul> |
| 24.7 Testing/Analytical Agreements                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• PI</li> <li>• DH</li> <li>• CRO</li> </ul>                                | <ul style="list-style-type: none"> <li>• CRO</li> </ul>               | <ul style="list-style-type: none"> <li>• CRO &lt; \$500,000</li> <li>• CEO &gt; \$500,000</li> </ul> |
| 24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• PI</li> <li>• DH</li> <li>• CRO</li> </ul>                                | <ul style="list-style-type: none"> <li>• CRO</li> </ul>               | <ul style="list-style-type: none"> <li>• CRO &lt; \$500,000</li> <li>• CEO &gt; \$500,000</li> </ul> |
| <b>25. REVENUE GENERATING AGREEMENTS</b>                                                                                                                                                                                                                                                 |                                                                                                                    |                                                                       |                                                                                                      |
| 25.1 Revenue Generating                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• CFO</li> </ul>               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                              |
| <b>26. SALES AGREEMENTS (TAMUS providing goods or services)</b>                                                                                                                                                                                                                          |                                                                                                                    |                                                                       |                                                                                                      |
| 26.1 Consultant/Professional Service                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• DH</li> </ul>                                                             | <ul style="list-style-type: none"> <li>• CAO or CFO or CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                                              |

| TYPE OF CONTRACT                                                                                                                     | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                             | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                                                                                              | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Agreements<br><i>TAMUS acting as consultant or performing professional service (including testing services).</i>                     | <ul style="list-style-type: none"> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• CRO (as applicable)</li> <li>• CS</li> </ul> |                                                                                                                                                       | <ul style="list-style-type: none"> <li>• CRO &lt; \$500,000</li> </ul>                |
| 26.1.1 Analysis Testing                                                                                                              | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO</li> </ul>                                                               | <ul style="list-style-type: none"> <li>• CAO or CFO or CRO</li> </ul>                                                                                 | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                               |
| <b>26.2 Property Transfer Agreements (inventoried and non-inventoried items)</b>                                                     |                                                                                                                                     |                                                                                                                                                       |                                                                                       |
| 26.2.1 Transfer or surplus property                                                                                                  | <ul style="list-style-type: none"> <li>• PIC</li> <li>• CFO</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               |
| 26.2.2 Transfer within the System                                                                                                    | <ul style="list-style-type: none"> <li>• PIC</li> <li>• CFO</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               |
| 26.2.3 Transfer to another state agency                                                                                              | <ul style="list-style-type: none"> <li>• PIC</li> <li>• CFO</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               |
| 26.2.4 Transfer to an independent third party                                                                                        | <ul style="list-style-type: none"> <li>• PIC</li> <li>• CFO</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>• CFO</li> </ul>                               |
| <b>27. SERVICES AGREEMENTS (TAMUS acquiring services)</b>                                                                            |                                                                                                                                     |                                                                                                                                                       |                                                                                       |
| 27.1 Educational Testing Services                                                                                                    | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> <li>• CS</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               |
| 27.2 Entertainment Events<br><i>Artistic entertainment performance agreements.</i>                                                   | <ul style="list-style-type: none"> <li>• DH</li> <li>• SRMO</li> <li>• CFO</li> <li>• CS</li> </ul>                                 | <ul style="list-style-type: none"> <li>• DH &lt; \$5000 per event, incl. travel &amp; lodging</li> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 27.3 Lecture/Seminar Speaker Agreements<br><i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i> | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• CS</li> </ul>                  | <ul style="list-style-type: none"> <li>• DH &lt; \$5000 per event, incl. travel &amp; lodging</li> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| <b>27.4 Maintenance Agreements</b>                                                                                                   |                                                                                                                                     |                                                                                                                                                       |                                                                                       |
| 27.4.1 Purchase with Equipment<br>Purchase<br><i>Purchase of maintenance</i>                                                         | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> </ul>                                               | <ul style="list-style-type: none"> <li>• DH &lt; \$5000 per year</li> <li>• CAO</li> </ul>                                                            | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> </ul>                |

| TYPE OF CONTRACT                                                                                                                                                                                                                                                                                                                      | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                             | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                              | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <i>services from equipment vendor as an integral part of equipment purchase.</i>                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• CFO</li> <li>• PIC</li> <li>•</li> </ul>                                                   | <ul style="list-style-type: none"> <li>• CFO</li> <li>• CRO</li> </ul>                | <ul style="list-style-type: none"> <li>• CRO</li> </ul>                               |
| 27.4.2 Stand Alone Purchase<br><i>Purchase of maintenance services independent from equipment purchase or vendor.</i>                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• PIC</li> <li>•</li> </ul>      | <ul style="list-style-type: none"> <li>• DH &lt; \$5000 per year</li> </ul>           | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 27.5 Non-academic Instruction<br><i>Recreational Sports</i>                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• SRMO</li> <li>• CEO</li> <li>• CS</li> </ul>                                 | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CEO</li> </ul>                               |
| 27.6 Statutory Professional Services<br><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><br><i>Agreements for outside counsel must comply with Section 19 herein.</i> | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• CRO</li> <li>• CS</li> </ul>   | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 27.7 Statutory Consulting Services<br><i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i><br><i>Agreements for outside counsel must comply with Section 19 herein.</i>                                                                                                                           | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CRO</li> <li>• CFO</li> <li>• CS</li> </ul>   | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |
| 27.8 Student Medical Services                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO</li> </ul>                                                               | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               | <ul style="list-style-type: none"> <li>• CAO</li> </ul>                               |
| 27.9 Unclassified Services<br><i>Purchase of services not specified elsewhere.</i>                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CFO</li> <li>• CRO (as applicable)</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> |

| TYPE OF CONTRACT                                                                                                                                            | TYPICAL ROUTING FOR DEPARTMENTAL REVIEW                                                                                                           | AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)                              | AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                                                                                                                                                             | <ul style="list-style-type: none"> <li>• CS</li> </ul>                                                                                            |                                                                                       |                                                                                                      |
| <b>28. SPECIAL EVENTS</b>                                                                                                                                   |                                                                                                                                                   |                                                                                       |                                                                                                      |
| 28.1 Conference/Short-Course                                                                                                                                | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CRO (as applicable)</li> <li>• CFO</li> </ul>               | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> <li>• CEO</li> </ul>                |
| 28.2 Exhibition Loan Agreements<br><i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i> | <ul style="list-style-type: none"> <li>• DH</li> <li>• CAO (as applicable)</li> <li>• CRO (as applicable)</li> <li>• SRMO</li> </ul>              | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> </ul>                | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CRO</li> <li>• CEO</li> </ul>                |
| <b>29. UNCLASSIFIED AGREEMENTS</b>                                                                                                                          |                                                                                                                                                   |                                                                                       |                                                                                                      |
| <i>Contracts and agreements not specifically classified above.</i>                                                                                          | <ul style="list-style-type: none"> <li>• DH</li> <li>• CRO (as applicable)</li> <li>• CRO (as applicable)</li> <li>• CFO</li> <li>• CS</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> </ul> | <ul style="list-style-type: none"> <li>• CAO</li> <li>• CFO</li> <li>• CRO</li> <li>• CEO</li> </ul> |
|                                                                                                                                                             | •                                                                                                                                                 | •                                                                                     | •                                                                                                    |
|                                                                                                                                                             | •                                                                                                                                                 | •                                                                                     | •                                                                                                    |
|                                                                                                                                                             | •                                                                                                                                                 | •                                                                                     | •                                                                                                    |