

TEXAS A&M UNIVERSITY-CENTRAL TEXAS
THE TEXAS A&M UNIVERSITY SYSTEM
President's Delegation of Authority for Contract Administration
Fiscal Year 2024

General Delegations:

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

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for (1) all contracts less than \$750,000, and (2) all contracts described in System Policy 25.07, §3, is shown on the following pages. In case of unavailability of the person who has the delegated authority, the President of Texas A&M University-Central Texas is delegated the authority to execute the contract.

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

Legend:

ASST	Assistant		HUB	Historically Underutilized Businesses
AP	Associate Provost/Senior Associate Vice President*		HRO	Human Resources Officer*
ARI	Author/Researcher/Inventor*		OGC	Office of General Counsel
AVC	Associate Vice Chancellor		PD	Executive Director, Procurement
AVP	Assistant/Associate Vice President (AVP) or Dean (as applicable) *		PI	Principal Investigator/Research
BOR	Board of Regents		PIH	Procurement, Inventory, & HUB Coordinator*
CA	Contract Administrator*		SA	Assistant Vice President (AVP) Student Affairs*
CAO	Chief Academic Officer (Provost)*		S-CAO	System Chief Administrative Officer
CEO	Chief Executive Officer (President)*		S-CFO	System Chief Financial Officer
CFO	Chief Financial Officer*		S-CIO	System Chief Information Officer

CH	Chancellor		SLMO	System Land Management Office
CIO	Chief Information Officer*		SOBA	System Office of Budgets & Accounting
CRO	Chief Research Officer*		SR	System Regulation
DCIO	Deputy Chief Investment Officer		SREO	System Real Estate Office
DMC	Director of Marketing & Communications*		SP	System Policy
ECO	Export Control Officer		SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
ED-BA	Executive Director, Business Affairs		SYCO	System Marketing & Communications
EIRAC	EIR Accessibility Coordinator*		System	The Texas A&M University System
EVA	Executive Vice Chancellor / CFO		TAMUCT	Texas A&M University-Central Texas (A&M-Central Texas)
FPC-CFO	Chief Facilities Officer		TI	Texas A&M Innovation
FPC	Facilities, Planning & Construction		VCR	Vice Chancellor for Research
FSSS	Manager, Facilities, Safety, & Support Services*		VCBA	Vice Chancellor for Business Affairs
Acronyms annotated with an asterisk (*) are A&M-Central Texas				

Notes:

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

- 3 All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the "Typical Routing for Departmental Review" section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the "Authorization to Execute Contracts" sections to so note the complete routing and review certifications before signing the contract.
- 5 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to the A&M-Central Texas Contract Administrator (contracts@tamuct.edu) to ensure proper reporting is completed.
- 6 Questions regarding contract administration should be directed to the Office of Contract Administration as outlined in Rule 25.07.99.D1, Contract Administration.
- 7 A&M-Central Texas does not recognize contracts signed by A&M-Central Texas employees or agents as binding on A&M-Central Texas unless the employee who signed the contract has duly delegated signature authority.
- 8 Employees who sign contracts purporting to bind A&M-Central Texas without authority may be personally liable to the contractor and the University, and may be subject to A&M-Central Texas disciplinary action, up to and including dismissal or discharge for cause.
- 9 Contracts, including electronic agreements, signed without proper authority shall not be binding on A&M-Central Texas.
- 10 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	<ul style="list-style-type: none"> • CA • DMC • AVP (Enroll. Mgmt) 	AVP ≤ \$100,000 (Enroll. Mgmt) <ul style="list-style-type: none"> • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			

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2.1	Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> • CA • AVP • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) • TI • OGC 	<ul style="list-style-type: none"> • CAO • CFO 	<ul style="list-style-type: none"> • CAO or CFO < \$400,000 • CEO
2.2	Private Companies & Foundations	<ul style="list-style-type: none"> • CA • AVP • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) • TI • OGC 	<ul style="list-style-type: none"> • CAO • CFO 	<ul style="list-style-type: none"> • CAO or CFO < \$400,000 • CEO
3. ARTICULATION AGREEMENTS				
3.1	Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • CA • SA (as applicable) • AVP (Enrollment Mgmt) • AP • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$500,000 • CEO
4. ATHLETIC AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)				
4.1	Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.2	Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> • CA • AVP (as applicable) • CFO (as applicable) • CEO 	<ul style="list-style-type: none"> • CFO (as applicable) • CEO 	<ul style="list-style-type: none"> • CFO (as applicable) • CEO
5. COLLECTION AGENCY AGREEMENTS				
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.			

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5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>		<ul style="list-style-type: none">• CA• AVP• CFO• OGC	<ul style="list-style-type: none">• CEO or CFO executes and OGC and the State Attorney General approve prior to Vendor execution	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.				
6.1	Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none">• CA• CFO	<ul style="list-style-type: none">• CFO	
6.2	Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none">• CA• CFO	<ul style="list-style-type: none">• CFO	
6.3	Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none">• CA• CFO	<ul style="list-style-type: none">• CFO	
7. CONSULTING AGREEMENTS				
7.1	Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2	Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)				
8.1	Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	<ul style="list-style-type: none">• CA• AVP• CAO (as applicable)• CFO (as applicable)• CEO• SOBA (as applicable)• TI (as applicable)• OGC	<ul style="list-style-type: none">• CEO	<ul style="list-style-type: none">• CEO < \$1,000,000• CH ≥ \$1,000,000

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8.2 Real Property <i>(including all bequests)</i> <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>			
9.1.1 Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000 • Tenure granted upon action of BOR
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments <i>(e.g., Visiting Faculty Titles & Lecturer Titles)</i>	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
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"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.6 Approval of Appointment Offers – Appointment and accompanying	<ul style="list-style-type: none"> • AVP (applicable Dean only) 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000

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salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	<ul style="list-style-type: none"> • HRO • CAO 		<ul style="list-style-type: none"> • CEO • BOR > \$500,000
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"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
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"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • AVP (applicable Dean only) • HRO • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • AVP (applicable Dean only) • AP • HRO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$300,000 • CEO • BOR > \$500,000

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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"> • AVP • HRO 	<ul style="list-style-type: none"> • HRO 	<ul style="list-style-type: none"> • CEO • BOR > \$500,000
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • AVP • HRO 	<ul style="list-style-type: none"> • HRO 	<ul style="list-style-type: none"> • CEO • BOR > \$500,000
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • AVP • HRO 	<ul style="list-style-type: none"> • HRO 	<ul style="list-style-type: none"> • CEO • BOR > \$500,000
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • (System) 	<ul style="list-style-type: none"> • (System) 	<ul style="list-style-type: none"> • (System)
11. EQUIPMENT LEASE AGREEMENTS			
<i>TAMUCT as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>non-employee (former faculty, research sponsor, etc.) rental for a specific period with a fixed purchase option of TAMUCT-owned equipment.</i>	<ul style="list-style-type: none"> • CA • FSSS • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • CRO • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO
11.2 Equipment Lease for TAMUCT -Related Activities <i>non-employee (student, conference, etc.) rental for a specified period of TAMUCT-owned equipment.</i>	<ul style="list-style-type: none"> • CA • FSSS • AVP • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
11.2.1 Rental Vehicles <i>(non-TAMUCT Lessee)</i>	<ul style="list-style-type: none"> • CA • FSSS • AVP 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
11.2.2 Equipment	<ul style="list-style-type: none"> • CA • FSSS • AVP • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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<i>TAMUCT as Lessee</i>				
11.3	Equipment Lease with Purchase Option <i>Rental of equipment for TAMUCT use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • CA • FSSS • AVP • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO
11.4	Equipment Lease (Rental) <i>Rental of equipment for TAMUCT use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • CA • FSSS • AVP • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO
12. FEDERAL & STATE REGULATORY AGREEMENTS				
12.1	Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • CA • AVP • CAO (as applicable) • CFO • OGC 	<ul style="list-style-type: none"> • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO
13. FINANCIAL CONTRACTS – Treasury Services				
13.1	System Depositories (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC \geq \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.2	Investment Management (SP 22.02)			
	13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC \geq \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
	13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC \geq \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.3	Debt Management (SP 23.02, RFS, HEF and PUF)			
	13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC \geq \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO

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13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO General Counsel 	<ul style="list-style-type: none"> Treasurer DCIO General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> Treasurer Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> AVP CRO 	<ul style="list-style-type: none"> CRO 	<ul style="list-style-type: none"> CEO < \$500,000 BOR \geq \$500,000
14.2 Student Financial Aid	<ul style="list-style-type: none"> AVP CAO 	<ul style="list-style-type: none"> CAO 	<ul style="list-style-type: none"> CEO < \$500,000 BOR \geq \$500,000
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> CA AVP CRO (as applicable) CAO OGC (as applicable) 	<ul style="list-style-type: none"> CAO 	<ul style="list-style-type: none"> CEO < \$500,000 BOR \geq \$500,000
14.4 Funding Agreements (Non-Academic; Non-Sponsored Research)	<ul style="list-style-type: none"> CA AVP CRO (as applicable) CAO OGC (as applicable) 	<ul style="list-style-type: none"> CAO CFO 	<ul style="list-style-type: none"> CEO < \$500,000 BOR \geq \$500,000
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General's Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO

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15.3	Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.4	Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.5	Workers' Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO • General Counsel
15.6	Administrative Contracts	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6				
16.1	Technology Transfer			
16.1.1	Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.2.1	Non-Patent License Agreement (Technology Transfer) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	

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16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes. 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes. 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes. 	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.7.1 Assignment of Intellectual Property to Third Party (<i>IP does</i>	<ul style="list-style-type: none"> • CEO • TI 	<ul style="list-style-type: none"> • CEO approves waiver of ownership of IP created under Sponsored Research Agreement 	

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>not exist at time of Sponsored Research Agreement)</i>	<ul style="list-style-type: none"> • OGC • VCR 	<ul style="list-style-type: none"> • Upon creation of IP, assignment executed by VCR 	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.9.1 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> • See Section 24.6 	<ul style="list-style-type: none"> • See Section 24.6 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TI • ECO 	<ul style="list-style-type: none"> • N/A 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TI 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then member CEO decides relative weighting of IP in a license agreement 	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • IP Creator • CEO • TIOGC for trademarks • VCR 	<ul style="list-style-type: none"> • TI controls prosecution and registrations • CEO approves expenses for member 	

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16.2.	Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> • IP Creator • CEO • TI (copyright only) • OGC for trademarks 	<ul style="list-style-type: none"> • TI controls prosecution and registrations (copyright only) • CEO approves expenses for member 	
16.3	Collegiate Licensing	• CEO	• CEO	
16.4	Nondisclosure/Confidentiality Agreements			
16.4.1	Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property* * IP that is covered by IP disclosure or is a declared variety	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	• CEO approves for member and VCR approves and executes	
16.4.2	Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5	Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TI and non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	• CEO approves for member and VCR approves and executes	
16.6	Business Entity to Commercialize System Intellectual Property			

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)
16.6.1	Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none">• CEO (If Member sponsored creation of Entity)• TI• OGC• VCR	<ul style="list-style-type: none">• Approval of Chancellor via OGC process• VCR executes	
16.6.2	Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none">• CEO• TI• OGC• VCR	<ul style="list-style-type: none">• Approval of Chancellor via OGC process• VCR executes	
16.7 Intellectual Property Gifts				
16.7.1	IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none">• CEO• TI• OGC• VCR• Chancellor	<ul style="list-style-type: none">• Approval of Chancellor via OGC process• VCR executes	
16.7.2	IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none">• CEO• OGC• TI (if patent)• VCR (if patent)	<ul style="list-style-type: none">• Member CEO via OGC process• VCR (if patent)	
16.7.3	IP Offer to System of Charitable Gift	<ul style="list-style-type: none">• CEO• TI• OGC• SOBA• VCR• Chancellor	<ul style="list-style-type: none">• Chancellor or VCR	
16.7.4	IP Offer to Member of Charitable Gift	<ul style="list-style-type: none">• CEO• OGC• TI (if patent)• VCR (if patent)	<ul style="list-style-type: none">• Member CEO• VCR (if patent)	

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)
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • CEO • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • CA • AVP • CIO (as applicable) • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • AVP < \$10,000 • CAO • CFO • CRO 	<ul style="list-style-type: none"> • CAO • CFO
17.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> • CA • AVP • CIO (as applicable) • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • AVP < \$10,000 • CAO • CFO • CRO 	<ul style="list-style-type: none"> • CAO • CFO
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> • CA • AVP • CIO (as applicable) • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • AVP < \$10,000 • CAO • CFO • CRO 	<ul style="list-style-type: none"> • CAO • CFO
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.			
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> • OGC • Chancellor • OGC 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor (more than \$300K BOR)

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)
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> Department Head OGC Chancellor 	<ul style="list-style-type: none"> General Counsel Chancellor 	<ul style="list-style-type: none"> General Counsel Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUCT and non-TAMUCT entities; contracts to perform educational and service activities consistent with the TAMUCT mission.</i>	<ul style="list-style-type: none"> CA AVP CRO (as applicable) CAO (as applicable) CFO (as applicable) 	<ul style="list-style-type: none"> AVP <u>< \$10,000</u> CAO CFO 	<ul style="list-style-type: none"> CAO CFO
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> CA AVP CAO 	<ul style="list-style-type: none"> AVP <u>< \$10,000</u> CAO 	<ul style="list-style-type: none"> CAO CEO
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> CA AVP CRO (as applicable) CAO (as applicable) CFO (as applicable) 	<ul style="list-style-type: none"> CAO 	<ul style="list-style-type: none"> CAO < \$500,000 CEO
20.4 International Study Abroad Program	<ul style="list-style-type: none"> CA FSSS AVP CRO (as applicable) CAO (as applicable) CFO (as applicable) 	<ul style="list-style-type: none"> CAO 	<ul style="list-style-type: none"> CAO
20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUCT' students.</i>	<ul style="list-style-type: none"> CA AVP CRO (as applicable) CAO (as applicable) CFO (as applicable) 	<ul style="list-style-type: none"> AVP (non-monetary) CAO 	<ul style="list-style-type: none"> CAO
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> CA 	<ul style="list-style-type: none"> AVP (non-monetary) 	<ul style="list-style-type: none"> CAO

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"> • AVP • CRO (as applicable) • CAO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • CAO 	
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMUCT and non-TAMUCT entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> • AVP • CA 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22. PURCHASE AGREEMENTS (TAMUCT acquiring goods and services not addressed in Section 27)			
22.1 TAMUCT Purchase Orders <i>Purchase of goods or services from outside vendors using standard forms promulgated by TAMUCT, which are processed through the appropriate bid process in accordance with TAMUCT policies and State requirements.</i>	<ul style="list-style-type: none"> • PIH • CA • AVP (as applicable) • CIO (as applicable) • SYSTEM CIO > \$250,000 as applicable 	<ul style="list-style-type: none"> • AVP < \$10,000 • CAO • CRO • CFO 	<ul style="list-style-type: none"> • CAO • CFO • CRO
22.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> • PIH • CA • AVP (as applicable) • CIO (as applicable) • SYSTEM CIO > \$250,000 as applicable 	<ul style="list-style-type: none"> • AVP < \$10,000 • CAO • CRO • CFO 	<ul style="list-style-type: none"> • CAO • CFO • CRO
22.3 Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • PIH • CA • AVP (as applicable) • CIO • EIRAC • SYSTEM CIO > \$250,000 as applicable 	<ul style="list-style-type: none"> • AVP < \$10,000 • CAO • CRO • CFO 	<ul style="list-style-type: none"> • CAO • CFO • CRO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> PIH CA AVP (as applicable) CIO EIRAC SYSTEM CIO > \$250,000 as applicable 	<ul style="list-style-type: none"> AVP < \$10,000 CAO CRO CFO 	<ul style="list-style-type: none"> CAO CFO CRO
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> PIH CA AVP (as applicable) CRO 	<ul style="list-style-type: none"> CRO < \$500,000 CEO ≥ \$500,000 	<ul style="list-style-type: none">
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> PIH CA AVP (as applicable) CAO (if applicable) CFO (if applicable) CRO (if applicable) 	<ul style="list-style-type: none"> AVP < \$10,000 AP < \$50,000 CAO CFO CRO CEO 	<ul style="list-style-type: none"> CAO CFO CEO
22.4.1 Professional/Service Associations <i>Purchase by TAMUCT on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<ul style="list-style-type: none"> PIH CA AVP (as applicable) CAO (if applicable) CFO (if applicable) CRO (if applicable) 	<ul style="list-style-type: none"> AVP < \$10,000 AP < \$50,000 CAO CFO CRO CEO 	<ul style="list-style-type: none"> CAO CFO CEO
22.4.2 Social/Individual <i>Purchase by TAMUCT on behalf of an individual of membership in a social organization.</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, and memberships purchased for the express purpose of obtaining</i>	<ul style="list-style-type: none"> PIH AVP (as applicable) CIO (as applicable) EIRAC (as applicable) 	<ul style="list-style-type: none"> AVP ≤ \$100,000 (Dean of Library) CAO CFO 	<ul style="list-style-type: none"> CAO CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> • SYSTEM CIO (> \$250,000 as applicable) 		
22.6 Library Subcontracts <i>TAMUCT library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • CA • AVP (as applicable) • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO < \$500,000 • CEO
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • PIH • CA • FSSS • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • PIH • CA • FSSS • AVP (as applicable) • CIO (as applicable) 	<ul style="list-style-type: none"> • AVP < \$10,000 • CAO • CFO 	<ul style="list-style-type: none"> • CAO • CFO
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • PIH • CA • AVP (as applicable) • CEO • SOBA • OGC 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO • CH > \$750,000
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • PIH • CA • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CEO
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> • PIH • CA • CFO • OGC 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CEO

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01) ¹ * Monetary Categories Above Do Not Apply to this Section				
23.1	Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none">○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none">• CFO• CEO• SREO and/or SLMO• OGC	<ul style="list-style-type: none">• BOR approval required if consideration is over \$1,000,000.• Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less	
23.2	Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none">○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none">• CFO• CEO• SREO• OGC• Chancellor or S-CFO	<ul style="list-style-type: none">• Chancellor, S-CFO or General Counsel executes all documents (after BOR approval)	
23.3	Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none">○ <i>SREO oversees all acquisitions of real property.</i>○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i>	<ul style="list-style-type: none">• AVP (Univ. Relations)• CFO• CEO• SREO and/or SLMO• OGC• SOBA	<ul style="list-style-type: none">• CEO can accept after approval of OGC and SOBA• S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices	
23.4	Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none">○ <i>SREO oversees all activities required to dispose of or exchange real property.</i>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i>	<ul style="list-style-type: none">• CFO• CEO• SREO and/or SLMO• OGC	<ul style="list-style-type: none">• Chancellor or S-CFO executes after BOR approval, if necessary	
23.5	Lease of Real Property			
	23.5.1 TO 3 rd Parties <ul style="list-style-type: none">○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i>	<ul style="list-style-type: none">• CFO• CEO• SREO• OGC	<ul style="list-style-type: none">• CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR	

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

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<ul style="list-style-type: none"> Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1 	<ul style="list-style-type: none"> Chancellor or S-CFO (if property assigned to System Offices) 		
23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUCT use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i>	<ul style="list-style-type: none"> CFO CEO SREO OGC 	<ul style="list-style-type: none"> CEO, Chancellor or S-CFO depending on term, amount and property assignment. SP 41.01 and SR 41.01.01 approvals: <ul style="list-style-type: none"> 5 yrs. or less/\$500,000 or less – CEO or S-CFO 10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	
23.5.3 Student Retreat Facility <i>Lease of facilities (campgrounds, recreational facility, residence, etc.) and/or land for TAMUCT use for a specific student retreat.</i>	<ul style="list-style-type: none"> FSSS SA CFO CEO SREO OGC 	<ul style="list-style-type: none"> CEO 	
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10-year limit)	<ul style="list-style-type: none"> CFO CEO SLMO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction 	
23.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> CFO CEO SLMO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction Chancellor or S-CFO (if BOR approval required) 	
23.6.3 Conditional Roadway Easements (indefinite term)	<ul style="list-style-type: none"> CFO CEO 	<ul style="list-style-type: none"> Chancellor or S-CFO executes after BOR approval 	

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)
(Requires BOR approval)	<ul style="list-style-type: none"> • SREO • OGC 		
23.7 Housing Agreements			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • FSSS • SA • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • FSSS • SA • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • FSSS • SA • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.4 Mailbox <i>Rental of residence hall mailboxes.</i>	<ul style="list-style-type: none"> • FSSS 	<ul style="list-style-type: none"> • CEO 	
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e., arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • FSSS • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • FSSS • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e., arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • FSSS • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e., Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV or ED-BA 	
23.8.6 Other Documents (i.e., Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or ED-BA 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.8.7 Real Property Management and Maintenance (i.e., Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • S-CFO or VCBA 	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> • CA • AVP • CRO 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	
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	<ul style="list-style-type: none"> • CA • AVP • CRO 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
subcontractor signing the agreement with a lower-tier subcontractor).				
24.3	Proposal Submissions	<ul style="list-style-type: none"> • CA • AVP • CRO • OGC (as applicable) 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	
24.4	Teaming Agreements	<ul style="list-style-type: none"> • CA • CRO • OGC 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	
24.5	Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> • CA • CRO • OGC 	<ul style="list-style-type: none"> • CRO • CEO 	
24.6	Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> • CA • CRO 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	
24.7	Testing/Analytical Agreements	<ul style="list-style-type: none"> • CA • AVP • CRO 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	
		<ul style="list-style-type: none"> • CA • AVP • CRO 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	
24.9	Misc. Research Agreements and agreements ancillary to research agreements (<i>e.g., Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; etc.</i>	<ul style="list-style-type: none"> • CA • AVP • CRO 	<ul style="list-style-type: none"> • CRO < \$500,000 • CEO ≥ \$500,000 	
25. REVENUE GENERATING AGREEMENTS				
25.1	Revenue Generating	<ul style="list-style-type: none"> • CA • FSSS • AVP (as applicable) • CIO (as applicable) • CAO (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
26. SALES AGREEMENTS (<i>TAMUCT providing goods or services</i>)				
26.1	Consultant/Professional Service Agreements (non-statutory) <i>TAMUCT acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • CA • AVP • CAO (as applicable) • CFO • CRO (as applicable) 	<ul style="list-style-type: none"> • CAO or CFO or CRO 	<ul style="list-style-type: none"> • CEO • CRO < \$500,000
	26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • AVP • CRO 	<ul style="list-style-type: none"> • CAO or CFO or CRO 	<ul style="list-style-type: none"> • CEO
26.2	Property Transfer Agreements (inventoried and non-inventoried items)			
	26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • PIH • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
	26.2.2 Transfer within the System	<ul style="list-style-type: none"> • PIH • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
	26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • PIH • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
	26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • PIH • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
26.3	Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> • AVP (as applicable) • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CEO
27. SERVICES AGREEMENTS (<i>TAMUCT acquiring services</i>)				
27.1	Educational Testing Services	<ul style="list-style-type: none"> • PIH • CA • AVP (as applicable) • CAO 	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CAO
27.2	Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • PIH • CA • FSSS • AVP (as applicable) • CFO 	<ul style="list-style-type: none"> • AVP < \$5,000 per event, incl. travel & lodging • CAO • CFO • CRO 	<ul style="list-style-type: none"> • CAO • CFO • CRO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> PIH CA HRO (as applicable) AVP CAO (as applicable) CFO 	<ul style="list-style-type: none"> AVP < \$5,000 per event, incl. travel & lodging CAO CFO CRO 	<ul style="list-style-type: none"> CAO CFO CRO
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> PIH CA AVP CAO (as applicable) CFO 	<ul style="list-style-type: none"> AVP < \$10,000 CAO CFO CRO 	<ul style="list-style-type: none"> CAO CFO CRO
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> PIH CA AVP CAO (as applicable) CFO 	<ul style="list-style-type: none"> AVP < \$10,000 	<ul style="list-style-type: none"> CAO CFO CRO
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> PIH CA FSSS AVP (as applicable) CEO 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> CEO
27.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering).</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> PIH CA AVP CAO (as applicable) CFO CRO 	<ul style="list-style-type: none"> CAO CFO CRO 	<ul style="list-style-type: none"> CAO CFO CRO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> PIH CA AVP CAO (as applicable) CFO CRO 	<ul style="list-style-type: none"> AP (< \$50,000) CAO CFO CRO 	<ul style="list-style-type: none"> CAO CFO CRO
27.8 Student Medical Services	<ul style="list-style-type: none"> PIH CA SA CAO 	<ul style="list-style-type: none"> CAO 	<ul style="list-style-type: none"> CAO
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> PIH CA AVP CAO (as applicable) CRO (as applicable) CFO 	<ul style="list-style-type: none"> CAO CFO CRO 	<ul style="list-style-type: none"> CAO CFO CRO
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> CA FSSS AVP CAO (as applicable) CRO (as applicable) CFO 	<ul style="list-style-type: none"> CAO CRO 	<ul style="list-style-type: none"> CAO CRO CEO
28.2 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	<ul style="list-style-type: none"> CA FSSS CFO CAO (as applicable) CRO (as applicable) 	<ul style="list-style-type: none"> CAO CRO 	<ul style="list-style-type: none"> CAO CRO CEO
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other	<ul style="list-style-type: none"> PIH CA 	<ul style="list-style-type: none"> AVP < \$10,000 CAO 	<ul style="list-style-type: none"> CAO CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	<ul style="list-style-type: none"> • AVP • CIO (as applicable) • SYSTEM CIO > \$250,000 as applicable 	<ul style="list-style-type: none"> • CRO • CFO 	<ul style="list-style-type: none"> • CRO
30. UNCLASSIFIED/OTHER AGREEMENTS			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> • CA • AVP (as applicable) 	<ul style="list-style-type: none"> • AVP (as applicable) 	<ul style="list-style-type: none"> • CAO • CRO • CFO • CEO
30.2 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	<ul style="list-style-type: none"> • CA • AVP • CAO (as applicable) • CRO (as applicable) • CFO (as applicable) 	<ul style="list-style-type: none"> • CAO • CFO • CRO 	<ul style="list-style-type: none"> • CAO • CFO • CRO • CEO