

TEXAS A&M UNIVERSITY
President's Delegation of Authority for Contract Administration
Fiscal Year 2018

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 CFO or the CAO 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.

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 Department of Contract Administration.

Legend:

ASST	Assistant	PD	Director, Procurement
AD	Athletic Director	PI	Principal Investigator/Research
AVC	Associate Vice Chancellor	SOBA	System Office of Budgets & Accounting
BOR	Board of Regents	SP	System Policy
CAO	Chief Academic Officer (Provost)	SR	System Regulation
CEO	Chief Executive Officer (President)	SREO	System Real Estate Office, a function of OGC
CFO	Chief Financial Officer (function of OGC)	SRM	System Risk Management (RMS)
CIO	Chief Information Officer	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
DCA	Director, Contract Administration	SYCO	System Marketing & Communications
DEAN	Academic College Dean	System	The Texas A&M University System
DOF	Dean of Faculties	TOA	Tenure on Arrival
DH	Academic Department Head	TTC	AVC, Texas A&M System Technology Commercialization
ED-FPC	Executive Director, Facilities, Planning & Construction	UCO	University Contracts Officer
FPC	Facilities, Planning & Construction	UD	Non Academic Unit Director
HSC AVP	Health Science Center Associate Vice President for Finance and Administration	UES	Utilities & Energy Services
HSC SVP	Health Science Center Senior Vice President and	VCR	Vice Chancellor for Research
COO	Chief Operation Officer	VP	Vice President
HUB	Historically Underutilized Businesses	VPR	Vice President for Research
OGC	Office of General Counsel		

TAMU Delegation of Authority Index:

- | | | |
|--|--|---|
| 1. <u>Advertising Agreements</u> | 12. <u>Financial Contracts</u> | 23. <u>Research Agreements</u> |
| 2. <u>Affiliation Agreements</u> | 13. <u>Grant Participation Agreements</u> | 24. <u>Sales Agreement</u> |
| 3. <u>Articulation Agreements</u> | 14. <u>Insurance-Partial Risk Transfer Contracts</u> | 25. <u>Services Agreements</u> |
| 4. <u>Athletic Agreements</u> | 15. <u>Intellectual Property</u> | 26. <u>Special Events</u> |
| 5. <u>Construction Contracts</u> | 16. <u>Inter-Agency and Inter-Local Agreements</u> | 27. <u>Unclassified Agreements</u> |
| 6. <u>Consulting Agreements</u> | 17. <u>Intra-System Agreement</u> | 28. <u>Vending Agreements</u> |
| 7. <u>Donor Agreements</u> | 18. <u>Legal</u> | 29. <u>Athletic Coaches Employment Agreements</u> |
| 8. <u>Employment Appointments</u> | 19. <u>MOA/MOU - Academic</u> | 30. <u>Energy Management</u> |
| 9. <u>Employee Benefits Contracts</u> | 20. <u>MOA/MOU - Non-Academic</u> | 31. <u>Collection Agency Agreements</u> |
| 10. <u>Equipment Lease Agreements</u> | 21. <u>Purchase Agreements</u> | 32. <u>Revenue Generating Agreements</u> |
| 11. <u>Federal & State Regulatory Agreements</u> | 22. <u>Real Property Transactions</u> | |

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. <u>ADVERTISING AGREEMENTS</u>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> • Contract Originator • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
2. <u>AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</u>			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
3. <u>ARTICULATION AGREEMENTS</u>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
4. <u>ATHLETIC AGREEMENTS</u>			

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)
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • Contract Originator • UD or AD • Contract Administration 	<ul style="list-style-type: none"> • AD (\$25,000 or less) • Rec Sports Director, as appropriate (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.d
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • Contract Originator • UD or AD • Contract Administration 	<ul style="list-style-type: none"> • AD (\$25,000 or less) • Rec Sports Director, as appropriate (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • CFO
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c

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)
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	<ul style="list-style-type: none"> • Contract Originator • CEO • OGC • SREO • Contract Administration 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction
4.6 Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> • Contract Originator • UD or AD • Contract Administration 	<ul style="list-style-type: none"> • AD (\$25,000 or less) • Rec Sports Director, as appropriate (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • CFO
5. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
5.1 Minor Projects (Less than \$4,000,000)	<i>Academic</i> <ul style="list-style-type: none"> • DEAN • CAO 	<ul style="list-style-type: none"> • CFO or Designee 	<ul style="list-style-type: none"> • CFO or Designee
	<i>Non-Academic</i> <ul style="list-style-type: none"> • UD • Respective VP 		
5.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<i>Academic</i> <ul style="list-style-type: none"> • DEAN • CAO 	<ul style="list-style-type: none"> • CFO or Designee 	<ul style="list-style-type: none"> • CFO or Designee
	<i>Non-Academic</i> <ul style="list-style-type: none"> • UD • Respective VP 		
5.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
6. CONSULTING AGREEMENTS			

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)
6.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • Procurement Services • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • PD or DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
6.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
7. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
7.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
7.2 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>	<ul style="list-style-type: none"> • Contract Originator • DH • UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
8. EMPLOYMENT APPOINTMENTS			
8.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>	<ul style="list-style-type: none"> • DH • DEAN • DOF • CAO • BOR if TOA 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)
8.1.1 Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>	<ul style="list-style-type: none"> • DH • DEAN • DOF • CAO • BOR if TOA 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)

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)
8.1.2 Approval of Appointment Offers – Tenure-Track Faculty <i>Appointments (Rank of Associate Professor, Assistant Professor, Instructor)</i>	<ul style="list-style-type: none"> • DH • DEAN • DOF • CAO • BOR if TOA 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)
8.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments <i>(e.g. Visiting Faculty Titles & Lecturer Titles)</i>	<ul style="list-style-type: none"> • DH • DEAN • DOF • CAO 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)
8.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> • CAO • CEO 	<ul style="list-style-type: none"> • CAO/CEO (less than \$150,000) 	<ul style="list-style-type: none"> • CAO/CEO (more than \$150,000)
8.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as Academic Department Head, Interim Head, Acting Head	<ul style="list-style-type: none"> • DEAN • DOF • CAO 	<ul style="list-style-type: none"> • DEAN/DOF/CAO (less than \$150,000) 	<ul style="list-style-type: none"> • DEAN/DOF/CAO (more than \$150,000)
8.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as Director of an Academic Administrative Services Center or Institute	<ul style="list-style-type: none"> • DH • DEAN • DOF • CAO 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)
8.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Dean	<ul style="list-style-type: none"> • DEAN • DOF • CAO 	<ul style="list-style-type: none"> • DEAN/DOF/CAO (less than \$150,000) 	<ul style="list-style-type: none"> • DEAN/DOF/CAO (more than \$150,000)
8.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Department Head, Departmental Division Head	<ul style="list-style-type: none"> • DH • DEAN 	<ul style="list-style-type: none"> • DEAN (less than \$150,000) 	<ul style="list-style-type: none"> • DEAN/CAO (more than \$150,000)
8.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • DH • DEAN • DOF • CAO 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)

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)
8.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • DH • DEAN • DOF 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF (more than \$150,000)
8.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • DH • DEAN • DOF • CAO 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)
8.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • DH • DEAN 	<ul style="list-style-type: none"> • DEAN (less than \$150,000) 	<ul style="list-style-type: none"> • CAO (more than \$150,000)
8.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • OGAPS (internal process) 	<ul style="list-style-type: none"> • OGAPS (internal process) 	<ul style="list-style-type: none"> • OGAPS (internal process)
8.2 Non-Faculty Employment Appointments			
8.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
8.2.2 Approval of Appointment Offers – <i>Classified Support Staff</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
8.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • DH • DEAN • DOF (<i>only if teaching assignments</i>) • CAO (<i>only if teaching assignments</i>) 	<ul style="list-style-type: none"> • DH/DEAN/DOF (less than \$150,000) 	<ul style="list-style-type: none"> • DH/DEAN/DOF/CAO (more than \$150,000)
9. EMPLOYEE BENEFITS CONTRACTS – Risk Management			
9.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM
10. EQUIPMENT LEASE AGREEMENTS			
TAMU AS LESSOR			

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)
10.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMU-owned equipment.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
10.2 Equipment Lease for TAMU -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMU - owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
10.2.1 Rental Vehicles <i>(Non-TAMU Lessee)</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c

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)
10.2.2 Equipment	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
TAMU AS LESSEE			
10.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMU use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
10.4 Equipment Lease (Rental) <i>Rental of equipment for TAMU use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
11. FEDERAL & STATE REGULATORY AGREEMENTS			

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)
11.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
12. FINANCIAL CONTRACTS – Treasury Services			
12.1 System Depositories (SP 22.02)	• Treasury Services	• Treasury Services	• Treasury Services
12.2 Investment Management (SP 22.02)	• Treasury Services	• Treasury Services	• Treasury Services
12.2.1 Investment Consultants and Advisors (subject to provisions of Section 6 Consultant Agreements)	• Treasury Services	• Treasury Services	• Treasury Services
12.2.2 Investment Management (SP 22.02)	• Treasury Services	• Treasury Services	• Treasury Services
12.3 Debt Management (SP 23.02, RFS, HEF and PUF)	• Treasury Services	• Treasury Services	• Treasury Services
12.3.1 Financial Advisors (subject to provisions of Section 6 Consultant Agreements)	• Treasury Services	• Treasury Services	• Treasury Services
12.3.2 Bond Counsel	• Treasury Services	• Treasury Services	• Treasury Services
12.4 Other Banking Functions (Custodial agreements, securities lending agreements)	• Treasury Services	• Treasury Services	• Treasury Services
13. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			
13.1 Grants (sponsored projects) (See Section 24.1)	• Office of Research Administration (can be re-delegated by VPR to SRS)	• VPR	• VPR
13.2 Student Financial Aid	<ul style="list-style-type: none"> • DH or UD • DEAN 	• DEAN or appropriate UD or branch campus CEO	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f

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)
13.3 Funding Agreements <i>(Academic)</i>	<ul style="list-style-type: none"> • DH or UD • DEAN 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
13.4 Funding Agreements <i>(Non-Academic)</i>	<ul style="list-style-type: none"> • DH or UD • DEAN 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
14. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
14.1 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"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM
14.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM
14.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM
14.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>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.</u>	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM
14.5 Workers' Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM
14.6 Administrative Contracts	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM 	<ul style="list-style-type: none"> • SRM

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. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)			
15.1 Technology Transfer	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.1.2 Non-Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.1.3 Trademark License	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.1.5 Software License	<ul style="list-style-type: none"> • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
15.1.6 Material Transfer (Commercial)	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.1.7 Material Transfer (Non-Commercial)	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.3 Collegiate Licensing	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.4 Nondisclosure/Confidentiality Agreements <i>Committing TAMU or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> • DH or UD • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • DH or UD • HSC Office of Technology Translation • VPR

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)
15.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.10 Intra-System Agreements <i>Commitments for the use/acquisition (provision) from (to) other System Members</i>	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
15.11 Memorandum of Agreement <i>Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities</i>	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to TTC) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
16. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
16.1 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"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • DCA • HSC Director (\$25,000 or less) 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO – unlimited signature authority as per System Policy 25.07, Sec 3.f • HSC SVP COO – unlimited signature authority as per System Policy 25.07, Sec 3.f

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 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"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • DCA • HSC Director (\$25,000 or less) 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO – unlimited signature authority as per System Policy 25.07, Sec 3.f • HSC SVP COO – unlimited signature authority as per System Policy 25.07, Sec 3.f
17. INTRA-SYSTEM AGREEMENT			
17.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO – unlimited signature authority as per System Policy 25.07, Sec 3.f • HSC SVP COO – unlimited signature authority as per System Policy 25.07, Sec 3.f
18. LEGAL (SP 09.04, SR 09.04.01)			
18.1 Litigation (See 18.1.1 below) <i>All settlements shall have concurrence of the CEO and General Counsel and where required, the approval of the State Attorney General.</i>	<ul style="list-style-type: none"> • OGC • Chancellor • BOR 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO
18.1.1 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 • BOR 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO
18.2 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"> • Contract Originator • UD • Contract Administration 	<ul style="list-style-type: none"> • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • CFO
19. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
19.1 General Memorandum of Agreement or <i>Understanding (Letter Agreement)</i> Documents programmatic commitments between TAMU and non-TAMU entities; contracts to perform educational and service activities consistent with the TAMU mission.	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
19.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
19.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
19.4 International Study Abroad Program	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
19.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMU students.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
19.6 Work Study Program Agreements	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMU and non-TAMU entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration 	<ul style="list-style-type: none"> • UD (\$10,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
21. PURCHASE AGREEMENTS (TAMU acquiring goods and non-professional services)			
21.1 TAMU Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by TAMU which are processed through the appropriate bid process in accordance with TAMU policies and State requirements.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
21.2 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"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
21.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c

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)
21.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
21.3.2 University <i>Contract providing University wide computing application.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
21.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
21.4.1 Professional/Service Associations <i>Purchase by TAMU 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"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f
21.4.2 Social/Individual <i>Purchase by TAMU on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN or appropriate UD or branch campus CEO 	<ul style="list-style-type: none"> • CAO – unlimited signature authority per System Policy, Sec 3.f • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.f

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)
21.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> • Contract Originator • DH • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN (\$50,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO – unlimited signature authority per TAMUS Policy 25.07, Sec 6 • HSC SVP COO – unlimited signature authority per TAMUS Policy 25.07, Sec 6
21.6 Library Subcontracts <i>TAMU library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Contract Originator • DH • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DEAN (\$50,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO – unlimited signature authority per TAMUS Policy 25.07, Sec 6 • HSC SVP COO – unlimited signature authority per TAMUS Policy 25.07, Sec 6
21.7 Commercial Licenses <i>(Chick-Fil-A, etc.)</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c

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)
21.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
21.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)			
21.10 Financing Service Agreements related to the acquisition of good or services.			
22. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01) <i>*Monetary Categories Above Do Not Apply to this Section</i> <i>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.</i>			
22.1 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"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
22.2 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"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
22.3 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"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)

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)
22.4 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"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
22.5 Lease of Real Property			
22.5.1 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> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
22.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMU use for a specified period. See SR 41.01.01, §4 and SR 41.01.01, §6</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration • Procurement Services • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less)
22.5.3 Student Retreat Facility <i>Lease of facilities (campgrounds, recreational facility, residence, etc.) and/or land for TAMU use for a specific student retreat.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less)
22.6 Easements (SP 41.01, §6)			
22.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> • SREO 	<ul style="list-style-type: none"> • Chancellor 	<ul style="list-style-type: none"> • Chancellor
22.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> • SREO 	<ul style="list-style-type: none"> • Chancellor 	<ul style="list-style-type: none"> • Chancellor

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)
22.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • SREO 	<ul style="list-style-type: none"> • Chancellor 	<ul style="list-style-type: none"> • Chancellor
22.7 Housing Agreements			
22.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
22.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
22.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration • SREO 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$299,999 or less) • CFO (\$499,999 or less) • CEO (\$749,999 or less)
22.7.4 Mail Box <i>Rental of residence hall mailboxes.</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
22.8 Other Grants of Rights in Real Property			
22.8.1 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"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction
22.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.8.3 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"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction
22.8.4 Oil, Gas and Mineral Rights Leasing – See SP 41.01, §5	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or CFO 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction
22.8.5 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"> • SREO • OGC 	<ul style="list-style-type: none"> • Managing Counsel, Property & Construction 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction
22.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • Managing Counsel, Property & Construction 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction
22.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 25.6)	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • Managing Counsel, Property & Construction 	<ul style="list-style-type: none"> • CEO or Managing Counsel, Property & Construction
23. RESEARCH AGREEMENTS			
23.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.2 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"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)
23.3 Proposal Submissions	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)
23.4 Teaming Agreements	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
23.5 Non-disclosure Agreements	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
23.6 Material Transfer Agreements	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR
23.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)
23.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> • VPR (can be re-delegated by VPR to SRS) 	<ul style="list-style-type: none"> • VPR 	<ul style="list-style-type: none"> • VPR (unlimited signature authority per System Policy 25.07, Sec 3.a)
24. SALES AGREEMENTS (TAMU providing goods or services)			
24.1 Consultant/Professional Service Agreements <i>TAMU acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
24.1.1 Analysis Testing	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
24.2 Property Transfer Agreement (inventoried and non-inventoried items)	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
24.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
24.2.2 Transfer within the System	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
24.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
24.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
25. SERVICES AGREEMENTS (TAMU acquiring services)			

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)
25.1 Educational Testing Services	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
25.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • Appropriate Asst/Assoc VP or branch campus CEO or PD or DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
25.3 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"> • Contract Originator • DH or UD • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • Appropriate Asst/Assoc VP or branch campus CEO or PD or DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
25.4 Maintenance Agreements	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c

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)
25.4.1 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"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
25.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Contract Originator • UD • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
25.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
25.6 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). Agreements for outside counsel must comply with Section 18 herein.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • PD or DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO

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)
25.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 18 herein.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • PD or DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
25.8 Student Medical Services			
25.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Contract Originator • Contract Administration • Procurement Services 	<ul style="list-style-type: none"> • UD (\$10,000 or less) 	<ul style="list-style-type: none"> • PD or UCO (\$499,999 or less) • HSC AVP (\$499,999 or less) • CFO – unlimited signature authority per System Policy 25.07, Sec 3.c • HSC SVP COO – unlimited signature authority per System Policy 25.07, Sec 3.c
26. SPECIAL EVENTS			
26.1 Conference/Short-Course	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
26.2 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"> • Contract Originator • DH or UD • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • PD or DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
27. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$10,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO

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)
28. <u>VENDING AGREEMENTS</u>	<ul style="list-style-type: none"> • Procurement Services • Contract Administration 	<ul style="list-style-type: none"> • CEO <i>Future Amendments may be signed by CFO or HSC SVP COO as appropriate</i>	<ul style="list-style-type: none"> • CEO <i>Future Amendments may be signed by CFO or HSC SVP COO as appropriate</i>
29. <u>ATHLETIC COACHES EMPLOYMENT AGREEMENT</u>	<ul style="list-style-type: none"> • AD • Athletic CFO • OGC • CFO • CEO 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO
30. <u>ENERGY MANAGEMENT</u> – includes those agreements related to the Energy Management Program to include physical supply agreements (commodity purchases of natural gas/electricity), financial agreements (IEE, NASB) and related service agreements such as transportation agreements	<ul style="list-style-type: none"> • Energy Management Committee (UES) • Procurement Services • Contract Administration 	<ul style="list-style-type: none"> • PD or UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO 	<ul style="list-style-type: none"> • PD or UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO
31. <u>COLLECTION AGENCY AGREEMENTS</u>			
31.1 Collection of Accounts <i>All collection agency contracts, extensions, and renewals are subject to and conditioned upon express written approval of the State Attorney General. 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"> • Contract Originator • DH or UD • DEAN • Contract Administration • OGC 	CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution.	
32. <u>REVENUE GENERATING AGREEMENTS</u>			
32.1 Revenue Generating <i>Which do not fall into another category.</i>	<ul style="list-style-type: none"> • Contract Originator • DH or UD • DEAN • Contract Administration 	<ul style="list-style-type: none"> • DH or UD (\$25,000 or less) • DCA 	<ul style="list-style-type: none"> • UCO (\$300,000 or less) • HSC AVP (\$300,000 or less) • CFO • HSC SVP COO