

**Standard Administrative Procedure (SAP) 25.07.01.L0.01  
President’s Delegation of Authority for Contract Administration  
Fiscal Year 2025**

**General Delegations:**

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

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

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

**LEGEND:**

CEO	Chief Executive Officer ( <i>authority may <u>not</u> be delegated</i> )	President	President of the Institution ( <i>authority may be delegated</i> )
VPAA	Vice President for Academic Affairs and Provost	VPFA	Vice President for Finance and Administration
VPIA	Vice President for Institutional Advancement	VPEM	Vice President for Enrollment Management
VPSE	Vice President for Student Engagement	AVPIT	Associate Vice President for Information Technology
AVPFA	Associate Vice President for Finance and Administration		
DEAN	Dean of Respective College	CHAIR	Academic Unit Head
PI	Principle Investigator/Research	DIRECTOR	Administrative Unit Head
DIRC	Director of Compliance	SDCSP	Senior Director, Campus Safety & Planning
AVPEM	Associate Vice President for Enrollment Management	AVPSE	Associate Vice President for Student Engagement
PD	Executive Director, Procurement	APVST	Associate Provost
AVPSR	Associate Vice President for Sponsored Research	PURCH	Director of Purchasing
CMPT	Comptroller	CS	Contract Specialist
DGC	Director, Grants & Contracts	AAD	Associate Athletic Director
AD	Director of Athletics	OGC	System Office of General Counsel
System	The Texas A&M University System	SYCO	System Marketing & Communications
SREO	System Real Estate Office (OGC)	SCE	System Compliance and Ethics

SLMO	System Land Management Office	ED-BA	Executive Director, Business Affairs
SOBA	System Office of Budgets & Accounting	FPC	System Facilities, Planning & Construction
TI	Texas A&M Innovation	BOR	System Board of Regents
SIT	System Office of Information Technology	VCR	Vice Chancellor for Research
SR	System Regulation	SP	System Policy

**Notes:**

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$200,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency, unless exempted under the OGC contract review procedures and checklist that have been approved by the chancellor.
- 2 All contracts for goods or services must comply with System Regulation 25.07.03, Acquisition of Goods and/or Services and University SAP 25.07.03.L0.01, Purchasing Procedures. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 3 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 4 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to the Director of Purchasing for review and to ensure proper reporting is completed.
- 5 Questions regarding contract administration should be directed to the Vice President for Finance and Administration as outlined in University Rule 25.07.99.L1, Contract Administration.
- 6 University does not recognize contracts signed by University employees or agents as binding on the University unless the employee who signed the contract has duly delegated signature authority
- 7 Employees who sign contracts purporting to bind the University without authority may be personally liable to the contractor and the University, and may be subject to University disciplinary action, up to and including dismissal or discharge for cause.
- 8 Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.
- 9 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*		
<b>1. ADVERTISING AGREEMENTS</b>					
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Requesting department</li> <li>• Appropriate VP</li> <li>• Director, Public Relations</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>		
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>					
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• Export Control</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>Appt. AVP</li> <li>Appropriate VP</li> <li>DGC</li> <li>OGC</li> </ul> </td> </tr> </table>	<u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• Export Control</li> </ul>	<u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>Appt. AVP</li> <li>Appropriate VP</li> <li>DGC</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• Export Control</li> </ul>	<u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>Appt. AVP</li> <li>Appropriate VP</li> <li>DGC</li> <li>OGC</li> </ul>				
2.2 Private Companies & Foundations	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>Appt. AVP</li> <li>Appropriate VP</li> <li>VPIA</li> <li>OGC</li> </ul> </td> </tr> </table>	<u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> </ul>	<u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>Appt. AVP</li> <li>Appropriate VP</li> <li>VPIA</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> </ul>	<u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>Appt. AVP</li> <li>Appropriate VP</li> <li>VPIA</li> <li>OGC</li> </ul>				
<b>3. ARTICULATION AGREEMENTS</b>					
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• Export Control (when applicable)</li> <li>• AVPVST</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• AVPVST</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>		
<b>4. ATHLETIC AGREEMENTS</b>					
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• Head Coach</li> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>		
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>• Head Coach</li> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>		
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>		

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
	VPIA • CS		
4.3 Transportation Purchase Order Contracts	• Head Coach • AAD-Business • AD • CS	• PURCH	• VPFA
4.4 Hotel Purchase Order Contracts	• Head Coach • SAD • AD • CS	• < \$25,000 All others • AD PURCH	• VPFA
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6 Recreational Sports Event Sponsorship	• Director  • VPSE • CS	• VPSE	• President
<b>5. COLLECTION AGENCY AGREEMENTS</b>			
5.1 Collection of Accounts (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.</i>			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	• CMPT • VPFA • OGC	• CEO, VPFA or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b>	
<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>			
6.1 Minor Projects (Less than \$4,000,000)	<u>Academic</u> • Chair • Dean • VPAA ○ SDCSP	<u>Administrative</u> Director VP	• VPFA and CEO

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	<ul style="list-style-type: none"> <li>○ PURCH</li> </ul>		
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li><u>Academic</u></li> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li style="padding-left: 20px;">○ SDCSP</li> <li style="padding-left: 20px;">○ PURCH</li> <li><u>Administrative</u></li> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA and CEO</li> </ul>	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• CS</li> <li>• SDCSP</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	
<b>7. CONSULTING AGREEMENTS</b>			
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 3<sup>rd</sup> parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
<b>8. DONOR AGREEMENTS (including consent to those with Affiliated Organizations) (SP 21.05, SR 21.05.01)</b>			
8.1 Personal Property <i>including cash or cash equivalents</i> ) with Restrictions ( <i>including indemnification</i> ) on Acceptance ( <i>including cash or cash equivalents</i> ) See SP 21.05.	<ul style="list-style-type: none"> <li>• VPIA</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPIA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
8.2 Personal Property ( <i>including cash or cash equivalents</i> ) without Restrictions on Acceptance ( <i>including naming rights/recognition</i> ) See SP 21.05.	<ul style="list-style-type: none"> <li>• VPIA</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPIA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
8.3 Real Property ( <i>including all bequests</i> ) <i>All decisions involving accepting donations of real property should be</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.

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<i>coordinated through the SREO pursuant to SP 41.01.</i>			
8.4 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
<b>9. EMPLOYMENT APPOINTMENTS</b>			
9.1 Faculty Offer Letters ( <i>Conditional letters of appointment to faculty</i> )			
9.1.1 Approval of Appointment Offers – Tenure with Appointment ( <i>Rank of Professor, Associate Professor</i> )	WORKDAY PROCESS <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean (Minimum Qualification Review)</li> <li>• AVPSR</li> <li>• Director Grants/Contracts</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• President and Chancellor</li> <li>• BOR Approval</li> </ul>	<ul style="list-style-type: none"> <li>• President and Chancellor</li> <li>• BOR Approval</li> </ul>
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments ( <i>Rank of Associate Professor, Assistant Professor, Instructor</i> )	WORKDAY PROCESS <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPSR</li> <li>• Director Grants/Contracts</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	WORKDAY PROCESS <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> <li>• VPAA</li> <li>• Human Resources</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic</i>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>

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

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<b>9.2 Non-Faculty Employment Appointments</b>			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	WORKDAY PROCESS <ul style="list-style-type: none"> <li>• Director</li> <li>• AVP</li> <li>• VP</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• &lt;\$50,000 HR</li> <li>• All others HR and VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• HR and VPFA</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	WORKDAY PROCESS <ul style="list-style-type: none"> <li>• Director</li> <li>• AVP</li> <li>• VP</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• &lt;\$50,000 HR</li> <li>• All others HR and VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• HR and VPFA</li> </ul>
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVP</li> <li>• VP</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<b>10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>• TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>TAMIU as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMIU-owned equipment.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
11.2 Equipment Lease for TAMIU -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMIU - owned equipment.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
11.2.1 Rental Vehicles <i>(Non- TAMIU Lessee)</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>TAMIU as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMIU use with fixed option to purchase within a specified period (five years or less).</i>	<u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• PURCH</li> <li>• VPAA</li> </ul>	<u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>PURCH</li> <li>VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> </ul>
11.4 Equipment Lease (Rental) <i>Rental of equipment for TAMIU use for a specified period (five years or less).</i>	<u>Academic</u> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• PURCH</li> <li>• VPAA</li> </ul>	<u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>PURCH</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> </ul>
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<u>Academic</u> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> </ul>	<u>Administrative</u> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> <li>VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
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"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
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"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements, payment card contracts)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)</b>			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> <li>• PI</li> <li>• Dean</li> <li>• Sponsored Research</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• Director, Financial Aid</li> <li>• AVPEM</li> <li>• VPEM</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
14.3 Funding Agreements ( <i>Academic</i> )	<ul style="list-style-type: none"> <li>• PI/Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
14.4 Funding Agreements ( <i>Non-Academic; Non-Sponsored Research</i> )	<ul style="list-style-type: none"> <li>• Director</li> <li>• Appropriate AVP</li> <li>• Appropriate VP</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)</b>			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <b><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></b>	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> <li>• General Counsel</li> </ul>
15.6 Administrative Contracts	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
<b>16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.2.1 Non-Patent License Agreement (Technology Transfer) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
Variety Protection Act; copyrights; etc.			
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"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.3.3 Trademark and Service Mark License (Member owned and System owned trademark of Member's name)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.6 Inter-Institutional Agreement ( <i>educational institutions</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
16.1.7.1 Assignment of Intellectual Property to Third Party ( <i>IP does not exist at time of Sponsored Research Agreement</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves waiver of ownership of IP created under Sponsored Research Agreement</li> <li>• Upon creation of IP, assignment executed by VCR</li> </ul>	
16.1.7.2 Assignment of Intellectual Property to Third Party ( <i>Existing IP</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• Assignment executed by VCR</li> </ul>	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.9 Material Transfer or Evaluation Agreement covering System Intellectual Property** ( <i>Commercial and Non-Commercial</i> )  **IP that is covered by an IP disclosure or is a declared variety, and TI is managing	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> <li>• See Section 24.6</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 24.6</li> </ul>	
<b>16.2 Disclosure and Protection of Intellectual Property</b>			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TI</li> <li>• ECO</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TI</li> </ul>	<ul style="list-style-type: none"> <li>• If IP Creators cannot agree within 3 months of disclosure, then VCR decides sharing for IP Creators</li> </ul>	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TI</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement</li> </ul>	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright registrations;	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TI</li> <li>• OGC for trademarks</li> </ul>	<ul style="list-style-type: none"> <li>• TI controls prosecution and registrations</li> <li>•</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
trademark applications; plant variety protection act certificates)			
16.2.4 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• CEO</li> <li>• TI (copyright only)</li> <li>• OGC for trademarks</li> </ul>	<ul style="list-style-type: none"> <li>• TI controls prosecution and registrations (copyright only)</li> <li>• CEO approves expenses for member</li> </ul>	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property**  **IP that is covered by IP disclosure or is a declared variety	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</i>	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country)</i>			
16.6 Business Entity to Commercialize System	Intellectual Property		
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> <li>• CEO (If Member sponsored creation of Entity)</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> <li>• CEO (if Member sponsored investment)</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TI (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO via OGC process</li> <li>• VCR (if patent)</li> </ul>	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• SOBA</li> <li>• VCR</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or VCR</li> </ul>	
16.7.4 IP Offer to Member of Charitable Gift		<ul style="list-style-type: none"> <li>• Member CEO</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*				
	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TI (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• VCR (if patent)</li> </ul>					
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TI</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR</li> </ul>					
<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>							
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"> <li>• Director</li> <li>• VP</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>				
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"> <li>• Director</li> <li>• VP</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>				
<b>18. INTRA-SYSTEM AGREEMENT</b>							
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>○ PURCH or CS</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul> </td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>○ PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>						
<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>○ PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>						
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>							
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: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b> <b>More than \$300,000 BOR</b>	<ul style="list-style-type: none"> <li>• OGC</li> <li>• Chancellor</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor (more than \$300K BOR)</li> </ul>				
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain,</i>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>				



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>• Chancellor</li> </ul>		
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC</b>			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMIU and non-TAMIU entities; contracts to perform educational and service activities consistent with the TAMIU mission.</i>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPVST</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Appropriate AVP</li> <li>• Appropriate VP</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVPEM</li> <li>• VPEM</li> <li>• VPAA</li> <li>• DGC</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVPEM</li> <li>• VPEM</li> <li>• AVPVST</li> <li>• CS</li> <li>• SDCSP</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.5 Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for TAMIU students.</i>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPVST</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPVST</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*												
	<ul style="list-style-type: none"> <li>• DGC</li> </ul>														
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>															
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMIU and non-TAMIU entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Appropriate AVP</li> <li>• Appropriate VP</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate VP</li> <li>• President</li> </ul>												
<b>22. PURCHASE AGREEMENTS (TAMIU acquiring goods and services not addressed in Section 27 )</b>															
22.1 TAMIU Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms promulgated by TAMIU, which are processed through the appropriate bid process in accordance with TAMIU policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• Chair/Director</li> <li>• Dean/AVP</li> <li>• VP</li> <li>• CS</li> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• AVPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
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"> <li>• Chair/Director</li> <li>• Dean/AVP</li> <li>• VP</li> <li>• CS</li> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• AVPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
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>	<table border="0"> <tr> <td style="padding-right: 20px;"><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>    ○ AVPIT/CIO</td> <td></td> </tr> <tr> <td>    ○ PURCH or CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ AVPIT/CIO		○ PURCH or CS		<ul style="list-style-type: none"> <li>• PURCH</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>														
• Chair	Director														
• Dean	AVP														
• VPAA	VP														
○ AVPIT/CIO															
○ PURCH or CS															
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> <li>• AVPIT/CIO</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*										
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> <li>• AVPIT/CIO</li> <li>• PURCH or CS</li> <li>• DGC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>													
22.4.1 Professional/Service Associations <i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"><u>Academic</u></td> <td style="width: 50%; vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>    ○ CS or VPFA</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ CS or VPFA		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<u>Academic</u>	<u>Administrative</u>												
• Chair	Director												
• Dean	AVP												
• VPAA	VP												
○ CS or VPFA													
22.4.2 Social/Individual <i>Purchase by TAMIU on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• AVP</li> <li>• VP</li> <li>• AVPFA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• &lt;\$25,000 All others</li> <li>• VPFA President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>										
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Director</li> <li>• VPAA</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>										
22.6 Library Subcontracts <i>TAMIU library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Director</li> <li>• VPAA</li> <li>• CS</li> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>										
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• CS</li> <li>• PURCH</li> <li>• SDCSP</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>										

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*												
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• CS</li> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• OGC/SREO</li> </ul>	<ul style="list-style-type: none"> <li>• See SP 21.05, §3</li> </ul>	<ul style="list-style-type: none"> <li>• See SP 21.05, §3</li> </ul>												
22.10 Financing Service Agreements related to the acquisition of good or services.	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Academic</u></td> <td style="width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>    ○ SDCSP</td> <td></td> </tr> <tr> <td>    ○ PURCH or CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ SDCSP		○ PURCH or CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>														
• Chair	Director														
• Dean	AVP														
• VPAA	VP														
○ SDCSP															
○ PURCH or CS															
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> <li>• Chair/Director</li> <li>• Dean/AVP</li> <li>• VP</li> <li>• CS</li> <li>• PURCH</li> <li>• <u>VPFA</u></li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary categories above do not apply to this section</b>															
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• CEO</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• BOR approval required if consideration is over \$1,000,000</li> <li>• Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less</li> </ul>													
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• CEO</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor, S-CFO or General Counsel executes all documents <b>(after BOR approval)</b></li> </ul>													

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

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
	<ul style="list-style-type: none"> <li>• OGC</li> <li>• Chancellor or S-CFO</li> </ul>		
<p>23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i></p> <ul style="list-style-type: none"> <li>○ <i>SREO oversees all acquisitions of real property.</i></li> <li>○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i></li> </ul>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPIA</li> <li>• VPFA</li> <li>• CEO</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> <li>• SOBA</li> </ul>	<ul style="list-style-type: none"> <li>• CEO can accept after approval of OGC and SOBA</li> <li>• S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices</li> </ul>	
<p>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <ul style="list-style-type: none"> <li>○ <i>SREO oversees all activities required to dispose of or exchange real property.</i></li> <li>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• CEO</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO executes after BOR approval, if necessary</li> </ul>	
<p>23.5 Lease of Real Property</p>			
<p>23.5.1 TO 3<sup>rd</sup> Parties</p> <ul style="list-style-type: none"> <li>○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i></li> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• PURCH/CS</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or S-CFO (if property assigned to System Offices)</li> </ul>	<ul style="list-style-type: none"> <li>• CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR</li> </ul>	
<p>23.5.2 FROM 3<sup>rd</sup> Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for TAMIU use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• PURCH/CS</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, Chancellor or S-CFO depending on term, amount and property assignment.</li> </ul> <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> <li>• <b>5 yrs. or less/\$500,000 or less – CEO or S-CFO</b></li> <li>• <b>10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO</b></li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
		<ul style="list-style-type: none"> <li>• <b>More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval</b></li> </ul>	
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMIU use for a specific student retreat.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• VPSE</li> <li>• SDCSP</li> <li>• PURCH/CS</li> <li>• CEO</li> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, Chancellor or S-CFO depending on term amount and property assignment.</li> </ul>	
<b>23.6 Easements (SP 41.01, §6)</b>			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• CEO</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> </ul>	
23.6.2 System as Grantee (easement across 3 <sup>rd</sup> party’s property) <b>(Requires BOR approval if over \$300,000)</b>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• CEO</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Chancellor or S-CFO (if BOR approval required)</li> </ul>	
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO executes after BOR approval</li> </ul>	
<b>23.7 Housing Agreements</b>			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• VPSE</li> <li>• SDCSP</li> <li>• VPFA</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• VPSE</li> <li>• SDCSP</li> <li>• VPFA</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>23.8 Other Grants of Rights Related to Real Property</b>			
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"> <li>• Event Services</li> <li>• SDCSP</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPIA</li> <li>• CEO</li> <li>• VCBA if property assigned to System Offices</li> </ul>	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• CEO</li> </ul>	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• CEO</li> <li>• VCBA if property assigned to System Offices</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• N/A- Chancellor or S-CFO</li> </ul>	
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"> <li>• SDCSP</li> <li>• VPFA</li> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA, Landman IV</li> </ul>	
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"> <li>• SDCSP</li> <li>• VPFA</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA Managing Counsel, Property &amp; Construction</li> </ul>	
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• S-CFO or VCBA</li> </ul>	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• S-CFO or VCBA</li> </ul>	



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
	<ul style="list-style-type: none"> <li>• OGC</li> </ul>		
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>• SDCSP</li> <li>• VPFA</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA</li> </ul>	
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"> <li>• SDCSP</li> <li>• VPFA</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or ED-RE</li> </ul>	
<b>24. RESEARCH AGREEMENTS</b> Monetary categories above do not apply to this section			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>
24.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>
24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*														
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaborations)	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> <li>• DGC-OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>														
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Export Control</li> <li>• AVPSR</li> <li>• DGC-OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>														
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Sponsored Research</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>														
24.8 Misc. Research Agreements and agreements ancillary to research agreements. (e.g., <i>Vessel Time Charter Agreements</i> )	<ul style="list-style-type: none"> <li>• PI</li> <li>• Sponsored Research</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>														
<b>25. REVENUE GENERATING AGREEMENTS</b>																	
25.1 Revenue Generating	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Academic</u></td> <td style="width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>    ○ CMPT</td> <td></td> </tr> <tr> <td>    ○ SDCSP</td> <td></td> </tr> <tr> <td>    ○ PURCH or CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ CMPT		○ SDCSP		○ PURCH or CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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<b>26. SALES AGREEMENTS (TAMIU providing goods or services)</b>																	
26.1 Consultant/Professional Service Agreements (non-statutory) <i>TAMIU acting as consultant or performing professional service (including testing services).</i>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Academic</u></td> <td style="width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>    ○ CMPT</td> <td></td> </tr> <tr> <td>    ○ AVPFA</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ CMPT		○ AVPFA		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>		
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• Chair	Director																
• Dean	AVP																
• VPAA	VP																
○ CMPT																	
○ AVPFA																	
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or President</li> </ul>														

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*												
	<ul style="list-style-type: none"> <li>• VPAA</li> <li>• DGC</li> </ul>														
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or President</li> </ul>												
<b>26.2 Property Transfer Agreements (inventoried and non-inventoried items)</b>															
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• Department</li> <li>• Inventory</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• Department</li> <li>• Receiving Member</li> <li>• Inventory</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• Department</li> <li>• Receiving Agency</li> <li>• Inventory</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Department</li> <li>• VP</li> <li>• Inventory</li> <li>• AVPFA</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>												
26.3 Unclassified Services Providing services not specified elsewhere.	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>    ○ CMPT</td> <td></td> </tr> <tr> <td>    ○ VPFA</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ CMPT		○ VPFA		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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• Chair	Director														
• Dean	AVP														
• VPAA	VP														
○ CMPT															
○ VPFA															
<b>27. SERVICES AGREEMENTS (TAMIU acquiring services)</b>															
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• Director</li> <li>• Dean, University College</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>												

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	<ul style="list-style-type: none"> <li>• PURCH or CS</li> </ul>												
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td colspan="2" style="text-align: center;">○ PURCH or CS</td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ PURCH or CS		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>
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• Dean	AVP												
• VPAA	VP												
○ PURCH or CS													
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td colspan="2" style="text-align: center;">○ PURCH or CS</td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ PURCH or CS		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>
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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>	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td colspan="2" style="text-align: center;">○ CS</td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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• Dean	AVP												
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○ CS													
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td colspan="2" style="text-align: center;">○ CS</td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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• Dean	AVP												
• VPAA	VP												
○ CS													
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• VPSE</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										
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</i>	<ul style="list-style-type: none"> <li>• Chair/Director</li> <li>• Dean/AVP</li> <li>• VP</li> <li>• SDCSP</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• AVPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										

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<i>estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 19 herein.</i>																	
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>	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>○ PURCH or CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ PURCH or CS		<ul style="list-style-type: none"> <li>• PURCH</li> <li>• AVPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>				
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• Dean	AVP																
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27.8 Student Medical Services	<ul style="list-style-type: none"> <li>• AVPSE</li> <li>• VPSE</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>														
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>○ PURCH or CS</td> <td></td> </tr> <tr> <td>○ SDCSP</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	○ PURCH or CS		○ SDCSP		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>		
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<b>28. SPECIAL EVENTS</b>																	
28.1 Conference/Short-Course	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• AVPVST</td> <td>VP</td> </tr> <tr> <td>○ Director,</td> <td></td> </tr> <tr> <td>○ Continuing Ed</td> <td></td> </tr> <tr> <td>○ CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• AVPVST	VP	○ Director,		○ Continuing Ed		○ CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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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"> <li>• Director, FPA Facilities</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>														
<b>29. PROCURED AGREEMENTS</b>																	
29.1 Procured Agreements	<ul style="list-style-type: none"> <li>• Chair/Director</li> <li>• Dean/AVP</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• AVPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>														

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Agreements procured through a state contract, state catalogue, or other 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"> <li>• VP</li> <li>• CS</li> <li>• PURCH</li> </ul>		
<b>30. UNCLASSIFIED AGREEMENTS</b>			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> <li>• Chair/Director</li> <li>• CS</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
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"> <li>• SDCSP</li> <li>• PURCH or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>