



Rule

25.07.99.L1 Contract Administration

First Approved: September 24, 2014
Revised: December 8, 2015
February 14, 2019
August 6, 2020
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Next Scheduled Review: October 17, 2029

Rule Statement and Reason for Rule

The following Texas A&M International University (TAMIU) contract administration rule is promulgated pursuant to Texas A&M University System (System) [Policy 25.07, Contract Administration](#) and constitutes the provisions that govern administration of TAMIU contracting authority.

This rule and limits of delegation of authority establish the process for TAMIU personnel to approve, sign, and execute contracts binding TAMIU to the performance of any act.

Procedures and Responsibilities

1. DELEGATION OF AUTHORITY

Delegations of authority pursuant to this rule are valid only if in writing. All contracts must be routed through the appropriate administrative channels as delineated in TAMIU Standard Administrative Procedure (SAP) [25.07.01.L0.01, President's Delegation of Authority for Contract Administration](#). *Failure to do so may result in the invalidation of the contract and potential disciplinary action against the employee and/or other appropriate action against the department.*

- 1.1 Written contracts must be executed whenever TAMIU enters into a binding agreement with another party that involves any stated or implied consideration.

- 1.2 Contracts may include, but are not necessarily limited to, purchase orders, agreements, cooperative agreements, memoranda of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits, and restrictions on acceptances of gifts and bequests. Parties to the above listed contracts may include but are not necessarily limited to Federal, State, and local agencies, non-profit organizations, private businesses, partnerships, and individuals.
- 1.3 Contracts negotiated for the use of TAMIU departments with vendors to provide services internationally must be routed through the director of purchasing and assigned vice president following the established delegation of authority.
- 1.4 Approval, execution, or award acceptance of a contract constitutes approval to establish an operating budget, which does not exceed the consideration of the contract, without further approval as provided in delegation of authority.
- 1.5 The director of purchasing serves as the TAMIU Contracts Officer. The director of purchasing is also responsible for creating and maintaining a well-defined administrative control environment that assures management exercises its fiduciary responsibilities when executing contracts on behalf of TAMIU.
- 1.6 The senior director of Campus Safety and Planning is responsible for the administrative management of large-scale contracts with TAMIU-wide implications. In coordination with the purchasing department, a contract manager is assigned to manage the daily aspects of all TAMIU-wide contracts through the contract lifecycle. This oversight will include monitoring all financial and operational elements with regular reporting to the senior director of Campus Safety and Planning.
- 1.7 For all other contracts, per the delegation of the authority and subject to Section 4 below, not involving the purchase of goods or services, including those large-scale contracts specific to a TAMIU operational or academic unit, the respective operational or academic unit to which a contract pertains will be responsible for all operational elements and provide regular reporting to division senior administration and the director of purchasing.

2. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

- 2.1 Contracts requiring Board of Regents (BOR) approval must be forwarded to the Office of the President through the assigned vice president. The Office of the President will prepare the agenda item and appropriate documentation in support of the agenda item and forward the item to and coordinate with the BOR agenda scheduling office to ensure inclusion on the appropriate BOR agenda.
- 2.2 Contracts approved by the BOR must be signed by the chancellor or the president, as specified in the BOR minute order in which they are approved.

3. PRESIDENT'S DELEGATION OF AUTHORITY TO VICE PRESIDENTS

In accordance with System policy, the president may delegate authority to approve and sign specific contracts to vice presidents but retains overall responsibility for their actions.

4. PRESIDENT’S DELEGATION OF AUTHORITY TO SENIOR ADMINISTRATORS AND DEPARTMENT HEADS

Administrative officers’ delegated authority to approve and sign contracts must ensure that such documents have received prior review as to form and legal sufficiency by the Office of General Counsel. Requests for contract review by the Office of General Counsel must be routed through the purchasing department and administered by the vice president for finance and administration.

Related Statutes, Policies, Regulations, or SAP’s

[System Policy 25.07, Contract Administration](#)

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

[TAMIU SAP 25.07.01.L0.01, President’s Delegation of Authority for Contract Administration](#)

Contact Office

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