

**SYSTEM OFFICES**  
**THE TEXAS A&M UNIVERSITY SYSTEM**  
**Chancellor’s Delegation of Authority for Contract Administration**  
**Fiscal Year 2024**

**General Delegations:**

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

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for (1) all contracts less than \$750,000, and (2) all contracts described in System Policy 25.07, §3, is shown on the following pages. In case of unavailability of the person who has the delegated authority, **either the Deputy Chancellor, the Vice Chancellor for Business Affairs or Chief Administrative Officer** is delegated the authority to execute the contract.

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

**Legend:**

AD	Athletic Director	PD	Director of Procurement
AVPF/C	Associate Vice President for Finance/Controller	<b>PVP</b>	<b>Provost/Vice President of Academic Affairs</b>
BOR	Board of Regents	SERO	System Energy Resource Office
CA	Contract Administrator	SOBA	System Office of Budget & Accounting
CFO/VPBA	Chief Financial Officer/VP Business Affairs	SREO	System Real Estate Office
CIO	Chief Information Officer	SRS	Sponsored Research Services
ED-OP	Executive Director of Operations	TTC	Texas A&M Technology Commercialization
FD	Facilities Director	VPEM	Vice President-Enrollment Management
FPC	Facilities, Planning & Construction	VPSSE	Vice President-Student Success & Engagement
OGC	Office of General Counsel	VP-UA	Vice President, University Advancement
P/CEO	President/Chief Executive Officer	VCR	Vice Chancellor for Research

**Notes:**

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
  - a. contracts and agreements entered into pursuant to a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
  - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
  - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to System Contract Management to ensure proper reporting is completed.
- 6 Questions regarding contract administration should be directed to the Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, Contract Administration.
- 7 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
- 8 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.

- 9 **Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.**
- 10 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• VP-UA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• CA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• P/CEO</li> </ul>
1.2 RELLIS Advertising Agreements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
<b>3. ARTICULATION AGREEMENTS</b>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> <li>• VP/EM</li> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
<b>4. ATHLETIC AGREEMENTS</b> * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• AD</li> <li>• CFO/VPBA</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>• AD</li> <li>• CFO/VPBA</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>• VP-UA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	(\$300k or less) <ul style="list-style-type: none"> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> <li>• AD</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> <li>• AD</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• CFO/VPBA</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• President, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution</li> </ul>	
<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>			
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> <li>• FD</li> <li>• ED-OP</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>	

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6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>• FD</li> <li>• ED-OP</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> <li>•</li> </ul>	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• FD</li> <li>• ED-OP</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> <li>•</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 (SP 21.05, SR 21.05.01)</b>			
8.1 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"> <li>• VP-UA</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• SREO</li> <li>• SOBA</li> <li>• OGC Review</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
8.2 Real Property <i>(including all bequests)</i> <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.

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<b>9. EMPLOYMENT APPOINTMENTS</b>			
9.1 Faculty Offer Letters ( <i>Conditional letters of appointment to faculty</i> )			
9.1.1 Approval of Appointment Offers – Tenure with Appointment ( <i>Rank of Professor, Associate Professor</i> )	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents</li> <li>• Chancellor</li> </ul>
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments ( <i>Rank of Associate Professor, Assistant Professor, Instructor</i> )	P/VPAA	<ul style="list-style-type: none"> <li>• Board of Regents</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents</li> <li>• Chancellor</li> </ul>
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</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>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>

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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>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/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>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>
9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>
<b>9.2 Non-Faculty Employment Appointments</b>			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</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>• AVP/Chief Human Resources Officer</li> <li>• PD</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>

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<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>TAMUSA 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 TAMUSA-owned equipment.</i>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
11.2 Equipment Lease for TAMUSA -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUSA-owned equipment.</i>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
11.2.1 Rental Vehicles <i>(Non- TAMUSA Lessee)</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
<i>TAMUSA as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUSA use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
11.4 Equipment Lease (Rental) <i>Rental of equipment for TAMUSA use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>



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<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> <li>• OGC</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 &gt; \$100,000</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 ≥ \$100,000</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 &gt; \$100,000</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 &gt; \$100,000</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>
13.3.2 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 &gt; \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> <li>• General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> <li>• General Counsel</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>• Treasurer Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC &gt; \$100,000</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>• Division Head</li> <li>• P/VPAA</li> <li>• AVPF/C</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• VP/EM (responsible for managing the student scholarship process)</li> </ul>	<ul style="list-style-type: none"> <li>• VP/SSE</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> <li>SRS</li> </ul>	<ul style="list-style-type: none"> <li>P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>P/VPAA</li> </ul>
14.4 Funding Agreements (Non-Academic; Non-Sponsored Research)	<ul style="list-style-type: none"> <li>CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>P/CEO</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>P/CEO</li> <li></li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> <li>Risk Management</li> <li>PD &gt; \$1,000,000</li> <li>OGC ≥ \$100,000</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>
15.2 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 &gt; \$100,000</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 ≥ \$100,000</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 ≥ \$100,000</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 ≥ \$100,000</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> </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> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>OGC &gt; \$100,000</li> </ul>		<ul style="list-style-type: none"> <li>S-CFO</li> </ul>
<b>16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System</b>			<i>Gibson, Jacqueline</i> 2022-08-30 19:52:00
16.1 Technology Transfer			
16.1.1 Patent License Agreement <i>(Technology Transfer)</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>	Section 16 should remain unchanged. The Exception is Member may update if CEO is not the designee for these types of agreements.
16.1.2.1 Non-Patent License Agreement <i>(Technology Transfer)</i> (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<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>	
16.1.2.2 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>P/CEO</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>P/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 licensed)	<ul style="list-style-type: none"> <li>P/CEO</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>P/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>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> <li>• P/CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO executes</li> </ul>	
16.1.5 Option Agreement for future License of Intellectual Property	<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>	
16.1.6 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>	
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>	
16.1.9.1 Material Transfer Agreement covering System Intellectual Property ( <i>Commercial and Non-Commercial</i> )	<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>	
16.2 Disclosure and Protection of Intellectual Property			
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 member CEO decides sharing for IP Creators</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16.2.2.2 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; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TI</li> <li>• OGC for trademarks</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• TI controls prosecution and registrations</li> <li>•</li> </ul>	
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>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/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	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-	<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 to \$749,999)
System entities ( <i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i> )			
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>• P/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>• P/CEO</li> <li>• TI</li> <li>• OGC</li> <li>• SOBA</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or VCR</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> <li>• Chancellor</li> </ul>		
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> <li>• P/CEO</li> <li>• OGC</li> <li>• TI (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO</li> <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> * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> <li>• PD</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</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>• PD</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> <li>•</li> </ul>
<b>18. INTRA-SYSTEM AGREEMENT</b> * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> <li>•</li> </ul>
18.2 RELLIS Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</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 to \$749,999)
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>			
19.1 Litigation ( <i>See 19.1.1 below</i> ) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: <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, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• OGC</li> <li>• Chancellor</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>
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC</b>			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUSA and non-TAMUSA entities; contracts to perform educational and service activities consistent with the TAMUSA mission.</i>	<ul style="list-style-type: none"> <li>• VP/SSE</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/VPAA</li> </ul>
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• VP/SSE</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> <li>• P/VPAA</li> </ul>
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• VP/SSE</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> <li>• P/VPAA</li> </ul>
20.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• VP/SSE</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> <li>• P/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 to \$749,999)
20.5 Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUSA' students.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• VP/SSE</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• VP/SSE</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</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 TAMUSA and non-TAMUSA entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• P/CEO P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<b>22. PURCHASE AGREEMENTS (TAMUSA acquiring goods and services not addressed in Section 27)</b>			
22.1 TAMUSA Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms promulgated by TAMUSA, which are processed through the appropriate bid process in accordance with TAMUSA policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• PD</li> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</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>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• PD</li> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</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>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• ITS</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• ITS</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• P/VPAA</li> <li>• PV/SSE</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
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>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
22.4.2 Social/Individual <i>Purchase by TAMUSA on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/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>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.6 Library Subcontracts <i>TAMUSA library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• P/CEO</li> <li>• OGC</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.	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• P/CEO</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<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> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• BOR approval required if co</li> <li>• Chancellor or S-CFO approv \$1,000,000 or less</li> </ul>	Gibson, Jacqueline 2022-08-30 20:05:00 ----- Members may add routing before CEO, but otherwise no changes should be made.
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or S-CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor, S-CFO or Gener documents (after BOR app</li> </ul>	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> <li>○ SOBA and OGC must approve prior to CEO accepting gift.</li> </ul>	<ul style="list-style-type: none"> <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 approv</li> <li>• S-CFO can accept after appr property is gifted/bequested</li> </ul>	Gibson, Jacqueline 2022-08-30 20:05:00 ----- Members may add routing before CEO, but otherwise no changes should be made.
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> <li>○ Member CEOs may recommend disposal or exchange of System real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO execut necessary</li> </ul>	Gibson, Jacqueline 2022-08-30 20:05:00 ----- Members may add routing before CEO, but otherwise no changes should be made.
<b>23.5 Lease of Real Property</b>			
23.5.1 TO 3 <sup>rd</sup> Parties <ul style="list-style-type: none"> <li>○ Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</li> <li>○ Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be</li> </ul>	<ul style="list-style-type: none"> <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 le property assigned to System BOR</li> </ul>	Gibson, Jacqueline 2022-08-30 20:10:00 ----- CEO may delegate further before CEO, but otherwise no changes should be made.

<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.

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<i>approved by the BOR as required by SP 41.01, §4.1</i>			
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 TAMUS use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, Chancellor or S-CFO property assignment.</li> </ul> SP 41.01 and SR 41.01.01 approval <ul style="list-style-type: none"> <li>• 5 yrs. or less/\$500,000 or</li> <li>• 10 yrs. or less/over \$500,000</li> <li>• Chancellor or S-CFO</li> <li>• More than 10 yrs. or greater</li> <li>• Chancellor or S-CFO executes after BOR approval</li> </ul>	Gibson, Jacqueline 2022-08-30 20:05:00 ----- Members may add routing before CEO, Gibson, Jacqueline 2022-08-30 20:10:00 ----- CEO may delegate further after than \$1,000,000 – executes after BOR approval
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	Gibson, Jacqueline 2022-08-30 20:05:00 ----- Members may add routing before CEO, but otherwise no changes should be made.
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</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>• CEO</li> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</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>• 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>	
23.7 Housing Agreements			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	Gibson, Jacqueline 2022-08-30 20:05:00 ----- Members may add routing before CEO, but otherwise no changes should be made.

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23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:05:00</p> <p>-----</p>
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:05:00</p> <p>-----</p>
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<p>Members may add routing before CEO, but otherwise no changes should be made.</p>
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counselor for property assigned to System</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:05:00</p> <p>-----</p> <p>Members may add routing before CEO, but otherwise no changes should be made.</p>
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counselor</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:05:00</p> <p>-----</p>
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>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counselor for property assigned to System</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:05:00</p> <p>-----</p> <p>Members may add routing before CEO, but otherwise no changes should be made.</p>
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• 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;	<ul style="list-style-type: none"> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA, Landman IV or ED-BA</li> </ul>	

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Assignment Consents; Affidavits; and related documents)			
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>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or ED-BA</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>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• S-CFO or VCBA</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:09:00</p> <p>-----</p> <p>Members may add routing before SREO, but otherwise no changes</p>
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• S-CFO or VCBA</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:09:00</p> <p>-----</p>
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:09:00</p> <p>-----</p> <p>Members may add routing before</p>
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>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:05:00</p> <p>-----</p>
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<p><i>Gibson, Jacqueline</i> 2022-08-30 20:05:00</p> <p>-----</p> <p>Members may add routing before CEO, but otherwise no changes should be made.</p>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>24. RESEARCH AGREEMENTS</b> * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <p><i>Deborah Campos-Leon</i> 2023-10-25 21:56:00</p> <hr style="border-top: 1px dashed black;"/> <p>This section is missing the column division</p> </div>
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>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	P/CEO
24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	P/CEO
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	P/CEO
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	P/CEO
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	P/CEO



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
24.8 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
24.9 Misc. Research Agreements and agreements ancillary to research agreements (e.g., <i>Vessel Time Charter Agreements</i> )	<ul style="list-style-type: none"> <li>• Director of Sponsored Programs</li> <li>• P/VPAA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• P/VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25.1 Revenue Generating	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• ED-OP</li> <li>• AVPF/C</li> <li>• CFO/VPBA</li> <li>• CIO</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
25.2 RELLIS Campus Revenue Generating	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>26. SALES AGREEMENTS (TAMUSA providing goods or services)</b>			
26.1 Consultant/Professional Service Agreements (non-statutory) TAMUSA acting as consultant or performing professional service (including testing services).	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• SRS</li> <li>• P/V{AA</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• AVPF/C (\$300k or less)</li> <li>• P/CEO</li> </ul>
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> <li>• Originating Office</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• Originating Office</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• Originating Office</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• Originating Office</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Originating Office</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<b>27. SERVICES AGREEMENTS (TAMUSA acquiring services)</b>			
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> </ul>

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<p>Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i></p>	<ul style="list-style-type: none"> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• P/CEO</li> </ul>
<p>27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i></p>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<p>27.5 Non-academic Instruction <i>Recreational Sports</i></p>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<p>27.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 19 herein.</i></p>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<p>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></p>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<p>27.8 Student Medical Services</p>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<b>28. SPECIAL EVENTS</b>			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> <li>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
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>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<b>29. PROCURED AGREEMENTS</b> * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other 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>• Originating Office</li> <li>• CFO/VPBA</li> <li>• PD</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> <li>• AVPF/C</li> <li>• ED-OP</li> <li>• P/CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/CEO</li> </ul>
<b>30. UNCLASSIFIED/OTHER 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>• Originating Office</li> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA</li> </ul>	<ul style="list-style-type: none"> <li>• CFO/VPBA (\$300k or less)</li> <li>• P/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>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>