

**THE TEXAS A&M UNIVERSITY SYSTEM-SAN ANTONIO
P/CEO's Delegation of Authority for Contract Administration
Fiscal Year 2023**

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 CEO, CFO or CFO/VPBA or Executive Director, AVPF/C, Procurement Director or CA 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	PI	Principal Investigator
AVPF/C	Associate Vice President for Finance/Controller	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
ED-OP	Executive Director-Operations	SRS	Sponsored Research Services
FD	Facilities Director	TTC	Texas A&M Technology Commercialization
OGC	Office of General Counsel	VP EM	Vice President, Enrollment Management
P/CEO	President/Chief Executive Officer	VPSSE	Vice Pres., Student Success & Engagement
PD	Director, Procurement	VP-UA	Vice President, University Advancement
P/VPAA	Provost/Vice President of Academic Affairs	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 the Contract Office of Texas A&M University – San Antonio to ensure proper reporting is completed.
- 6 Questions regarding contract administration should be directed to the Contract Office of Texas A&M University – San Antonio outlined in System Rule 25.07.99.S1, Contract Administration.

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

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4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • CFO/VPBA • PD • AD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • AVPF/C (\$300K or less) • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • CFO/VPBA • PD • AD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • VP-UA • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
5. COLLECTION AGENCY AGREEMENTS			
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"> • Department Head • CFO/VPBA • OGC 	<ul style="list-style-type: none"> • CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution. 	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> • FD • ED-OP 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) 	

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	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • AVPF/C (\$300K or less) 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • FD • ED-OP • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less) 	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • FD • ED-OP • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less) 	
7. CONSULTING AGREEMENTS			
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
8.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> • VP-UA • AVPF/C • CFO/VPBA • SREO • SOBA • OGC 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
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 16.13 herein	See Section 16.3 herein.	See Section 16.3 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>			

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9.1.1 Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • Board of Regents • Chancellor 	<ul style="list-style-type: none"> • Board of Regents • Chancellor
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (<i>Rank of Associate Professor, Assistant Professor, Instructor</i>)	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • Board of Regents • Chancellor 	<ul style="list-style-type: none"> • Board of Regents • Chancellor
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (<i>e.g. Visiting Faculty Titles & Lecturer Titles</i>)	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
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"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
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"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
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"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
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"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or</i>	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO

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<i>Assistant Department Head, Departmental Division Head</i>			
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA
9.2 Non-Faculty Employment Appointments			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • Chief Human Resources Officer • PD • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • PD • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
11. EQUIPMENT LEASE AGREEMENTS			
<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</i>	<ul style="list-style-type: none"> • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO

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<i>with fixed purchase option of TAMUSA-owned equipment.</i>		<ul style="list-style-type: none"> • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
11.2 Equipment Lease for <i>TAMUSA</i> -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUSA-owned equipment.</i>	<ul style="list-style-type: none"> • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
11.2.1 Rental Vehicles <i>(Non- TAMUSA Lessee)</i>	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
11.2.2 Equipment	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
<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"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)

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		<ul style="list-style-type: none"> • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • AVPF/C (\$300K or less)
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • OGC 	<ul style="list-style-type: none"> • P/CEO • OGC
13. FINANCIAL CONTRACTS – Treasury Services- No Member Delegations Allowed			
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> • Division Head • VP-UA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
14.2 Student Financial Aid	<ul style="list-style-type: none"> • VPEM (responsible for managing the student scholarship process) 	<ul style="list-style-type: none"> • Vice P/CEO/SSE 	<ul style="list-style-type: none"> • Vice P/CEO/SSE
14.3 Funding Agreements (<i>Academic</i>)	<ul style="list-style-type: none"> • SRS 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/VPAA
14.4 Funding Agreements (<i>Non-Academic; Non-Sponsored Research</i>)	<ul style="list-style-type: none"> • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety- No Member Delegations Allowed (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • P.CEO approves for member and VCR approves and executes 	
16.1.2.1 Non-Patent License Agreement (<i>Technology Transfer</i>) (System controlled or owned) trade secrets; non-patentable	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • P/CEO approves for member and VCR approves and executes 	

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inventions/know-how; Plant 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"> • P/CEO • OGC 	<ul style="list-style-type: none"> • P/CEO executes 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • P/CEO approves for member and VCR approves and executes 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • P/CEO • OGC 	<ul style="list-style-type: none"> • P/CEO executes 	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • P/CEO • OGC 	<ul style="list-style-type: none"> • P/CEO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • P/CEO approves for member and VCR approves and executes 	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • P/CEO • TTC • OGC 	<ul style="list-style-type: none"> • P/CEO approves for member and VCR approves and executes 	

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	<ul style="list-style-type: none"> • VCR 		
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"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • P/CEO approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR 	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • P/CEO • OGC • TTC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.9 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TTC • ECO 	<ul style="list-style-type: none"> • N/A 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TTC 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TTC • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then member CEO decides relative weighting of IP in license agreement 	
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> • CEO • TTC • OGC 	<ul style="list-style-type: none"> • Member CEOs approve for their member • If CEOs cannot agree, then Chancellor or VCR decides sharing among members for the IP 	
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • CEO • TTC 	<ul style="list-style-type: none"> • Member CEOs approve for their member 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> • OGC 	<ul style="list-style-type: none"> • If CEOs cannot agree, then Chancellor or VCR decides relative weighting of IP in license agreement 	
<p>16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)</p>	<ul style="list-style-type: none"> • IP Creator • CEO • TTC • OGC for trademarks • VCR 	<ul style="list-style-type: none"> • TTC controls prosecution and registrations • CEO approves expenses for member 	
<p>16.2.5 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)</p>	<ul style="list-style-type: none"> • IP Creator • P/CEO • TTC • OGC for trademarks 	<ul style="list-style-type: none"> • TTC controls prosecution and registrations • CEO approves expenses for member 	
<p>16.3 Collegiate Licensing</p>	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO 	
<p>16.4 Nondisclosure/Confidentiality Agreements</p>			
<p>16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property</p>	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • P/CEO approves for member and VCR approves and executes 	
<p>16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property</p>	<p>See Section 24.5</p>	<p>See Section 24.5</p>	
<p>16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research</i>)</p>	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • P/CEO approves for member and VCR approves and executes 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>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"> • Member Commercialization Office (if Member sponsored creation of Entity) • CEO (If Member sponsored creation of Entity) • TTC • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • P/CEO • TTC • OGC • VCR • Chancellor 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • P/CEO • OGC • TTC (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member P/CEO via OGC process • VCR (if patent) 	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • P/CEO • TTC • OGC 	<ul style="list-style-type: none"> • Chancellor or VCR 	

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"> • SOBA • VCR • Chancellor 		
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • P/CEO • OGC • TTC (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member P/CEO • VCR (if patent) 	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • P/CEO • OGC • TTC • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
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"> • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
18.2 RELIS Intra-System Agreement	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • 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)
<i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>			<ul style="list-style-type: none"> • CFO/VPBA (\$300K or less)
19. LEGAL (SP 09.04, SR 09.04.01)			
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: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> • P/CEO • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor (more than \$300K BOR)
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"> • P/CEO • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUSA and non-TAMUSA entities; contracts to perform educational and service activities consistent with the TAMUSA mission.</i>	<ul style="list-style-type: none"> • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • P/VPAA • CFO/VPBA (\$300K or less)
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • P/VPAA • CFO/VPBA (\$300K or less)
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • P/VPAA • CFO/VPBA (\$300K or less)
20.4 International Study Abroad Program	<ul style="list-style-type: none"> • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • P/VPAA • VP/SSE 	<ul style="list-style-type: none"> • P/CEO • P/VPAA

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"> • CFO/VPBA 	<ul style="list-style-type: none"> • CFO/VPBA (\$300K or less)
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"> • Originating Office • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • Originating Office • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
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"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
22. PURCHASE AGREEMENTS (TAMUSA acquiring goods and services not addressed in Section 27)			
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"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
22.3 Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			

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)
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Originating Office • ITS • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> • Originating Office • ITS • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
22.3.3 Intellectual Property (non through TTC) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> • Originating Office • P/VPAA • VP/SSE • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • P/CEO
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
		<ul style="list-style-type: none"> • VP-UA • CA 	
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"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
22.6 Library Subcontracts <i>TAMUSA library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • CFO/VPBA • P/CEO • OGC 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • CFO/VPBA • P/CEO • OGC 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> • P/CEO • SREO and/or SERO • OGC 	<ul style="list-style-type: none"> • BOR approval required if consideration is over \$1,000,000 • Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less 	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> • P/CEO • SREO • OGC • Chancellor or S-CFO 	<ul style="list-style-type: none"> • Chancellor, S-CFO or General Counsel executes all documents (after BOR approval) 	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i> 	<ul style="list-style-type: none"> • P/CEO • SREO and/or SERO • OGC • SOBA 	<ul style="list-style-type: none"> • CEO can accept after approval of OGC and SOBA • S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices 	
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all activities required to dispose of or exchange real property.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> • P/CEO • SREO and/or SERO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval, if necessary 	
23.5 Lease of Real Property			

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

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)
<p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> ● P/CEO ● SREO ● OGC ● Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> ● P/CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	
<p>23.5.2 FROM 3rd Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUSA use for a specified period.</i></p> <p><i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> ● P/CEO ● SREO ● OGC 	<ul style="list-style-type: none"> ● P/CEO, Chancellor or S-CFO depending on term, amount and property assignment. <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> ● 5 yrs. or less/\$500,000 or less – P/CEO or S-CFO ● 10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO ● More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	
<p>23.5.3 Student Retreat Facility</p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUSA use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> ● P/CEO ● SREO ● OGC 	<ul style="list-style-type: none"> ● P/CEO 	
<p>23.6 Easements (SP 41.01, §6)</p>			
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> ● P/CEO ● SERO ● OGC 	<ul style="list-style-type: none"> ● VCBA ● Managing Counsel, Property & Construction 	
<p>23.6.2 System as Grantee (easement across 3rd party’s property)</p> <p>(Requires BOR approval if over \$300,000)</p>	<ul style="list-style-type: none"> ● P/CEO ● SERO ● OGC 	<ul style="list-style-type: none"> ● VCBA ● Managing Counsel, Property & Construction ● Chancellor or S-CFO (if BOR approval required) 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval 	
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"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • P/CEO 	
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO • VCBA or Managing Counsel, Property & Construction 	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • SERO and/or SERO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> • SERO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV or Managing Counsel, Property & Construction 	
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • SREO and/or SERO • OGC 	<ul style="list-style-type: none"> • P/CEO • VCBA or Managing Counsel, Property & Construction 	
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO • S-CFO or VCBA 	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO • VCBA 	

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)
binding Letters of Intent/Term Sheets			
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"> • P/CEO • SREO • OGC 	<ul style="list-style-type: none"> • P/CEO • VCBA or Managing Counsel, Property & Construction 	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • N/A • 	<ul style="list-style-type: none"> • N/A 	
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
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"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
24.3 Proposal Submissions	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
24.4 Teaming Agreements	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • 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)
24.5 Non-disclosure/Confidentiality Agreements	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
24.8 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
24.9 Misc. Research Agreements and agreements ancillary to research agreements. <i>Includes Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; etc.</i>	<ul style="list-style-type: none"> • Director of Sponsored Programs • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/VPAA 	<ul style="list-style-type: none"> • P/CEO
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA • CA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
25.2 RELLIS Campus Revenue Generating	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
26. SALES AGREEMENTS (TAMUSA providing goods or services)			
26.1 Consultant/Professional Service	<ul style="list-style-type: none"> • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO 	<ul style="list-style-type: none"> • 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)
Agreements (non-statutory) <i>TAMUSA acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • AVPF/C 	<ul style="list-style-type: none"> • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • CFO/VPBA (\$300K or less)
26.1.1 Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> • SRS • P/VPAA • CFO/VPBA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • Originating Office 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • CFO/VPBA (\$300K or less)
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Originating Office 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Originating Office 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Originating Office 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Originating Office 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less)
27. SERVICES AGREEMENTS (TAMUSA acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • Originating Office • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<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>	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
27.8 Student Medical Services	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
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"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			

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)
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"> • Originating Office • CFO/VPBA • PD 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA • AVPF/C • ED-OP • VP-UA 	<ul style="list-style-type: none"> • P/CEO • CFO/VPBA (\$300K or less) • AVPF/C (\$300K or less)
30. UNCLASSIFIED AGREEMENTS			
30.1 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
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