

**Texas A&M University – Corpus Christi
 President’s Delegation of Authority for Contract Administration
 Fiscal Year 2017**

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Executive Vice President for Finance and Administration or the Executive Director of Administration Services is delegated the authority to execute the contract.

Certain contracts that involve or exceed \$500,000 or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §3.

Legend: [Add abbreviations specific to Member.]

Asst.	Assistant	SOBA	System Office of Budgets & Accounting
AVC	Associate Vice Chancellor	SR	System Regulation
BOR	Board of Regents	SREO	System Real Estate Office, function of OGC
CAO	Chief Academic Officer	SP	System Policy
CEO	Chief Executive Officer	SRS	Texas A&M Sponsored Research Services - Director, C&G’s, Executive Director & COO
CFO	Chief Financial Officer (function of OGC)	SYCO	System Marketing & Communications
CIO	Chief Information Officer	System	The Texas A&M University System
ED-FPC	Executive Director, Facilities, Planning & Construction	TTC	AVC, Texas A&M System Technology Commercialization
FPC	Facilities, Planning & Construction	PI	Principal Investigator/Research
HUB	Historically Underutilized Businesses	VCR	Vice Chancellor for Research
OGC	Office of General Counsel	EVPFA	Executive Vice President for Finance & Administration
PD	Director, Procurement		

AVCC	Associate Vice Chancellor for Commercialization & Outreach	VCFSR	Vice Chancellor for Federal and Station Relations of the System
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Notes:

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): All contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist: (a) contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years; (b) interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06; and (c) sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants.
- 3 All contracts for goods or services must be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Questions regarding contract administration should be directed to the Director, Contracts & Property.

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"> • Department Head • Director, Marketing • VP for Institutional Advancement 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Department Head • Appropriate Vice President • or Provost 	<ul style="list-style-type: none"> • Provost • EVPFA • Director, Contracts & Property 	<ul style="list-style-type: none"> • President • EVPFA
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Department Head or Designee 	<ul style="list-style-type: none"> • VP for Institutional Advancement • Director, Contracts & Property 	<ul style="list-style-type: none"> • President
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • Department Head • Appropriate Vice President • or Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
4. ATHLETIC AGREEMENTS			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • Athletics Director 	<ul style="list-style-type: none"> • Athletics Director <\$100,000 	<ul style="list-style-type: none"> • President • EVPFA
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • Athletics Director 	<ul style="list-style-type: none"> • Athletics Director <\$100,000 	<ul style="list-style-type: none"> • President • EVPFA
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • Athletics Director 	<ul style="list-style-type: none"> • Athletics Director <\$50,000 • VP for Institutional Advancement >\$50,000 • Director, Contracts & Property <\$100,000 	<ul style="list-style-type: none"> • President • EVPFA
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • Athletics Director 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
4.4 Hotel Purchase Order Contracts	• See §28.5	•	•
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 19.4.1 herein.	See Section 19.4.1 herein.	See Section 19.4.1 herein.
4.6 Recreational Sports Event Sponsorship	• n/a	• n/a	• n/a
5. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
5.1 Minor Projects (Less than \$4,000,000)	• Under §5, please See §25 below for TAMU-CC matters	•	
5.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	•	•	
5.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	•	•	
6. CONSULTING AGREEMENTS			
6.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 22.7 herein.	See Section 22.7 herein.	See Section 22.7 herein.
6.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 21.1 herein.	See Section 21.1 herein.	See Section 21.1 herein.
7. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
7.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	• Department Head • Director, Contracts & Property	• VP for Institutional Advancement	• VP for Institutional Advancement
7.2 Real Property <i>(including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 19.1 herein.	See Section 19.1 herein.	See Section 19.1 herein.

8. EMPLOYMENT APPOINTMENTS			
8.1	Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)		
8.1.1	Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	<ul style="list-style-type: none"> Under §8, please See §26 below for TAMU-CC matters 	•
8.1.2	Approval of Appointment Offers – Tenure-Track Faculty Appointments (<i>Rank of Associate Professor, Assistant Professor, Instructor</i>)	•	•
8.1.3	Approval of Appointment Offers – Non-Tenure Track Appointments (<i>e.g. Visiting Faculty Titles & Lecturer Titles</i>)	•	•
8.1.4	Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	•	•
8.1.5	Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	•	•
8.1.6	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>	•	•
8.1.7	Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	•	•

8.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	•	•	•
8.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	•	•	•
8.1.10 Continuing and Extension Education	•	•	•
8.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	•	•	•
8.1.12 Off-Campus Instruction	•	•	•
8.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	•	•	•
8.2 Non-Faculty Employment Appointments			
8.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	•	•	•
8.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	•	•	•
8.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	•	•	•
9. EMPLOYEE BENEFITS CONTRACTS –			
Risk Management			
9.1 Group Insurance Contracts/Policies and Administrative Agreements	System	System	System

10. EQUIPMENT LEASE AGREEMENTS			
<i>[TAMU-CC] as Lessor</i>			
10.1	Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of [TAMU-CC]-owned equipment.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
10.2	Equipment Lease for TAMU-CC/ Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of [TAMU-CC]-owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
	9.2.1 Rental Vehicles <i>(Non- [TAMU-CC] Lessee)</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
	9.2.2 Equipment	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
<i>[TAMU-CC] as Lessee</i>			
10.3	Equipment Lease with Purchase Option <i>Rental of equipment for [TAMU-CC] use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
10.4	Equipment Lease (Rental) <i>Rental of equipment for [TAMU-CC] use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
11. FEDERAL & STATE REGULATORY AGREEMENTS			
11.1	Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Department Head/Director • Provost • Director • EVPFA 	<ul style="list-style-type: none"> • President • President
12. FINANCIAL CONTRACTS – Treasury Services			
12.1	System Depositories (SP 22.02)	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • •

12.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • System 	•	•
12.2.1. Investment Consultants and Advisors (subject to provisions of Section 6 Consultant Agreements)	<ul style="list-style-type: none"> • System 	•	•
12.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • System 	•	•
12.3 Debt Management (SP 23.02, RFS, HEF and PUF)	<ul style="list-style-type: none"> • System 	•	•
12.3.1 Financial Advisors (subject to provisions of Section 6 Consultant Agreements)	<ul style="list-style-type: none"> • System 	•	•
12.3.2 Bond Counsel (See Section 18.2 Legal)	<ul style="list-style-type: none"> • System 	•	•
12.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • System 	•	•
13. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			
13.1 Grants (sponsored projects)	<ul style="list-style-type: none"> • Route to Research, Commercialization and Outreach Department 	•	•
13.2 Student Financial Aid	<ul style="list-style-type: none"> • Department Head • Associate VP Enrollment Management • Provost 	<ul style="list-style-type: none"> • President • EVPFA 	<ul style="list-style-type: none"> • President • EVPFA

13.3	Funding Agreements (<i>Academic</i>)	• n/a	• n/a	• n/a
13.4	Funding Agreements (<i>Non-Academic</i>)	• n/a	• n/a	• n/a
14.	INSURANCE-PARTIAL RISK TRANSFER CONTRACTS - Risk Management and Safety	• System	•	•
14.1	Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	• System	•	•
14.2	Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	• System	•	•
14.3	Healthcare Purchasers Professional Liability Contract (Professional / Fiduciary coverage for System Self- Insured Group Benefit Programs)t	• System	•	•

<p>14.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member / User)</p> <p>NOTE: The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</p>	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>14.5 Workers’ Compensation Insurance Claims processing or settlement</p>	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>14.6 Administrative Contracts</p>	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>15. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)</p>			
<p>15.1 Technology Transfer</p>			
<p>15.1.1 Patent License Agreement <i>(Technology Transfer)</i></p>	<ul style="list-style-type: none"> • Under §12, please See §27 for TAMU-CC matters 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>15.1.2 Non-Patent License Agreement <i>(Technology Transfer)</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>15.1.3 Trademark License</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>15.1.4 Invention/Software Copyright Disclosure</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>15.1.5 Software License</p>	<p>See Section 18.3 herein.</p>	<p>See Section 18.3 herein.</p>	<p>See Section 18.3 herein.</p>
<p>15.1.6 Material Transfer <i>(Commercial)</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>15.1.7 Material Transfer <i>(Non-Commercial)</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>15.2 Intellectual Property Application and Prosecution</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

15.3	Collegiate Licensing	<ul style="list-style-type: none"> • Department Head (contact Director of Procurement for competitive bid process) 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
15.4	Nondisclosure/Confidentiality Agreements <i>Committing [TAMU-CC] or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA
15.5	Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
15.6	Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
15.7	Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • Department Head or Designee 	<ul style="list-style-type: none"> • VP for Institutional Advancement • Director, Contracts & Property 	<ul style="list-style-type: none"> • President
15.8	Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
15.9	Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> • Department Head • Provost • Director • EVPFA 	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President
15.10	Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
15.11	Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • President

16. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
16.1	Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
16.2	Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
17. INTRA-SYSTEM AGREEMENT			
17.1	Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> • Contract Originator • Department Director • Dean • Contract Administration 	<ul style="list-style-type: none"> • Director, Contracts & Property • EVPFA
18. LEGAL (SP 09.04, SR 09.04.01)			
18.1	Litigation (<i>See 15.1.1 below</i>) <i>All settlements shall have concurrence of the [TAMU-CC] CEO and General Counsel and where required, the approval of the State Attorney General.</i>		
	15.1.1 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"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor • Board of Regents
18.2	Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> • Department Head • Chancellor • General Counsel 	<ul style="list-style-type: none"> • President • Chancellor • Chancellor \$100,000 - \$300,000 • Board of Regents >\$300,000

19. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC			
19.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between [TAMU-CC] and non-TAMUS entities; contracts to perform educational and service activities consistent with the [TAMU-CC] mission.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Provost
19.2	Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Provost
19.3	International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • Director, Contracts & Property • Provost 	<ul style="list-style-type: none"> • Provost • EVPFA
19.4	International Study Abroad Program	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost • EVPFA
19.5	Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for [TAMU-CC] students.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Provost
19.6	Work Study Program Agreements	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Director, Contracts & Property
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
20.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between [TAMU-CC] and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Director, Contracts & Property
21. PURCHASE AGREEMENTS ([TAMU-CC] acquiring goods and non-professional services)			
21.1	[TAMU-CC] Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by [TAMU-CC] which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Buyer <\$50,000 • Senior Buyer up to \$100,000 • Director, Procurement & Disbursements >\$100,000

21.2	Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> • (requiring signature with terms & conditions) • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
21.3	Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>	<ul style="list-style-type: none"> • Department Head • Dean /Director 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
21.3.1	Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Department Head • Dean /Director 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
21.3.2	University <i>Contract providing University-wide computing application.</i>	<ul style="list-style-type: none"> • Department Head • Assoc. VP, Information Technology or Designee 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
21.4	Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • Department Head • President 	<ul style="list-style-type: none"> • Director, Contracts & Property (exception for an individual goes to President for approval) 	<ul style="list-style-type: none"> • President • EVPFA
21.4.1	Professional/Service Associations <i>Purchase by [TAMU-CC] 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"> • Department Head • President 	<ul style="list-style-type: none"> • Director, Contracts & Property (Exception for an individual goes to President for approval) 	<ul style="list-style-type: none"> • EVPFA
21.4.2	Social/Individual <i>Purchase by [TAMU-CC] on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Department Head • President 	<ul style="list-style-type: none"> • Director, Contracts & Property (Exception for an individual goes to President for approval) 	<ul style="list-style-type: none"> • EVPFA
21.5	Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • EVPFA

21.6	Library Subcontracts <i>[TAMU-CC] library subcontracts to provide off-campus library services.</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
21.7	Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
21.8	Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Department Head • Dean/Director <\$10,000 • Vice President <\$50,000 • EVPFA >\$50,000 	<ul style="list-style-type: none"> • Director, Contracts & Property <\$100,000 • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • EVPFA
21.9	Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
21.10	Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
22. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01) ¹ * Monetary Categories Above Do Not Apply to this Section				
22.1	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"> • VP for Institutional Advancement • Director, Contracts & Property • EVPFA 	<ul style="list-style-type: none"> • System Real Estate Office 	
22.2	Lease of Real Property			
22.2.1	TO 3 rd Parties <ul style="list-style-type: none"> ○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> • Department Head • Contract Administration • System Real Estate Office 	<ul style="list-style-type: none"> • System Real Estate Office • General Counsel; and EVPFA 	

<p>22.2.2 FROM 3rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for [TAMU-CC] use for a specified period.</i> Per SR 41.01.01, §6:</p> <ul style="list-style-type: none"> ○ SREO shall review all such leases except residential property and storage space leases that do not exceed 2 years or \$50,000. ○ Member CEOs may execute residential property and storage space leases that do not exceed 2 years or \$50,000 and all other leases that do not exceed 5 years or \$500,000. 	<ul style="list-style-type: none"> • Department Head • Contract Administration • System Real Estate Office • General Counsel 	<ul style="list-style-type: none"> • System Real Estate Office • General Counsel; and EVPFA
<p>22.2.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for [TAMU-CC] use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> • Department Head 	Director, Contracts & Property Contract Manager <\$25,000 Contract Coordinator <\$5,000 EVPFA President
<p>23.3 Housing Agreements</p>		
<p>23.3.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i></p>	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
<p>23.3.2 Residence Hall <i>On-campus student housing.</i></p>	<ul style="list-style-type: none"> • Director of Housing 	<ul style="list-style-type: none"> • President • EVPFA
<p>23.3.3 Student Apartments <i>Off-campus University-housing provided for students.</i></p>	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
<p>23.3.4 Mail Box <i>Rental of residence hall mail boxes.</i></p>	<ul style="list-style-type: none"> • Director of Housing 	<ul style="list-style-type: none"> • Director, University Services • EVPFA

24.4 Other Grants of Rights in Real Property			
24.4.1	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"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 • EVPFA • President
24.4.2	Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • President • EVPFA
24.4.3	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"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 • EVPFA • President
24.4.4	Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
24.5	Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 22.6)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
25. RESEARCH AGREEMENTS			
25.1	Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> • All matters under §20 in its entirety shall be referred to VP for Research, Commercialization & Outreach 	<ul style="list-style-type: none"> •

25.2	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).	•	•	•
25.3	Proposal Submissions	•	•	•
25.4	Teaming Agreements	•	•	•
25.5	Non-disclosure Agreements	•	•	•
25.6	Material Transfer Agreements	•	•	•
25.7	Testing/Analytical Agreements	•	•	•
25.8	Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	•	•	•
26. SALES AGREEMENTS ([TAMU-CC] providing goods or services)				
26.1	Consultant/Professional Service Agreements <i>[TAMU-CC] acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • Contract Originator • Department Director • Contract Administration 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
26.1.1	Analysis Testing	• n/a	• n/a	• n/a
26.2	Property Transfer Agreements (inventoried and non-inventoried items)	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
26.2.1	Transfer or surplus property	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
26.2.2	Transfer within the System	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
26.2.3	Transfer to another state agency	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
26.2.4	Transfer to an independent third party	<ul style="list-style-type: none"> • Department Head • Director, Contracts & Property 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA

27. SERVICES AGREEMENTS ([TAMU-CC] <i>acquiring services</i>)				
27.1	Educational Testing Services	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Associate Vice President for Academic Affairs • EVPFA 	<ul style="list-style-type: none"> • Provost
27.2	Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • EVPFA
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"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • EVPFA
27.4	Maintenance Agreements	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
	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"> • Department Head • Director of Procurement & Disbursements 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
	27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Department Head • Director of Procurement & Disbursements 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
27.5	Non-academic Instruction <i>Recreational Sports</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
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 15 herein.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • President • EVPFA

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 15 herein.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • President • EVPFA
27.8	Student Medical Services	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
27.9	Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
28. SPECIAL EVENTS				
28.1	Conference/Short-Course	<ul style="list-style-type: none"> • Director, Education & Youth Programs 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA
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"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager • Contract Coordinator 	<ul style="list-style-type: none"> • EVPFA
29. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above.</i>				
30. Construction Contracts				
30.1	Minor Construction Projects delegated to Components under 51.04.01	<ul style="list-style-type: none"> • Director, Contracts & Property • Hub Coordinator 	<ul style="list-style-type: none"> • System Policy 51.04 	<ul style="list-style-type: none"> • System Policy 51.04
30.2	Facilities Services Repair and Renovation Projects \$0-\$100,000 through Southeast Service Corporation dba SSC Service Solutions (2013-2022)	<ul style="list-style-type: none"> • Director, Contracts & Property • HUB Coordinator 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • President • EVPFA
30.3	Architect/Engineer/Professional Services of Facilities Services construction	<ul style="list-style-type: none"> • Director, Contracts & Property • HUB Coordinator 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • President • EVPFA

31. Employment Agreements			
31.1 Appointments with Tenure (Rank of Associate Professor, Professor)	<ul style="list-style-type: none"> • Faculty Committee • Dean • Provost 	<ul style="list-style-type: none"> • President • Provost 	<ul style="list-style-type: none"> • President • Provost • (all contracts require BOR approval)
31.2 Probationary Tenure Track Appointments (Rank of Assistant Professor, Associate Professor)	<ul style="list-style-type: none"> • Academic Department Head • Dean • Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost
31.3 Non-Tenure Track Appointments (Non-tenured Faculty titles; all lecturer titles)	<ul style="list-style-type: none"> • Academic Department Head • Dean • Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost
32.4 Faculty Appointment with Support Agreements (will be included in official letter)	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • VP Research, Commercialization & Outreach • Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost
31.5 Faculty Appointments in excess of 100% effort	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • Vice President of supported program • Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost
31.6 Graduate Teaching Assistant	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • Provost
26.7 Graduate Research Assistant	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • Provost
31.8 Graduate Assistant (other than teaching or research)	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • Provost
31.9 Initial Employment Agreement for Graduate Student Assistants	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • Provost

31.10 Post Doctorate	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Academic Department Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Provost
31.11 Continuing Education Instruction Activity in Support of Continuing Education resulting in additional, above budgeted salary)	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • Provost or Appropriate Vice President 	<ul style="list-style-type: none"> • President
31.12 Selected Athletic Appointment	<ul style="list-style-type: none"> • Athletic Director • Vice President Institutional Advancement 	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President
31.13 Temporary Hires	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Provost or Appropriate Vice President 	<ul style="list-style-type: none"> • President
31.14 Off-Campus Instruction (offer letters)	<ul style="list-style-type: none"> • Department Head • Appropriate College Dean • Associate VP Academics & Compliance 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
32. Intellectual Property Agreements			
32.1 Technology Transfer – any copyright or patent work, regardless of the contract value must be processed through the Dean, College of Graduate Studies and Associate Vice President for Research, who in turn will act as the liaison to the System Office of Technology	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • VCFSR = Vice Chancellor for Federal and State relations of the System 	<ul style="list-style-type: none"> • VCFSR = Vice Chancellor Federal and State relations of the System
32.2 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • VP Research, Commercialization & Outreach • President • Chancellor 	<ul style="list-style-type: none"> • President • Chancellor
32.3 License Agreement (Patent requires Chancellor approval)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • VP Research, Commercialization & Outreach • Dean, College of Graduate Studies • President • Chancellor 	<ul style="list-style-type: none"> • VP Research, Commercialization & Outreach • Dean, College of Graduate Studies • President • Chancellor

32.4 Software license	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property • Contract Manager <\$25,000 • Contract Coordinator <\$5,000 	<ul style="list-style-type: none"> • President • EVPFA
32.5 Press Publishing Agreements	<ul style="list-style-type: none"> • Department Head • Appropriate College Dean 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
32.6 Press Manuscript Agreements	<ul style="list-style-type: none"> • Department Head • Appropriate College Dean 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
33. Other			
33.1 Commercial Product/Promotion Availability agreements with substantial campaigns, such as commercial broadcasts	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • President • EVPFA
33.2 Vending and Commercial Concession	<ul style="list-style-type: none"> • Director, University Services • Director, Contracts & Property 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • President • EVPFA
33.3 Limited Duration Right to Use Site (third party)	<ul style="list-style-type: none"> • Department Head • System Real Estate Office 	<ul style="list-style-type: none"> • Director of Contracts & Property 	<ul style="list-style-type: none"> • President • EVPFA
33.4 Concession Committee Agreements; Student Organization sponsored vendor space and facilities; Limited Use Agreements	<ul style="list-style-type: none"> • Department Head • Director, University Services 	<ul style="list-style-type: none"> • Director, Contracts & Property 	<ul style="list-style-type: none"> • President
33.5 Hotel agreements may be executed by Department Head, consistent with TAMU SAP 25.07.01.M0.01§1.4	<ul style="list-style-type: none"> • See description 	<ul style="list-style-type: none"> • See description 	<ul style="list-style-type: none"> • See description