

**TEXAS A&M ENGINEERING EXTENSION SERVICE
THE TEXAS A&M UNIVERSITY SYSTEM
President's Delegation of Authority for Contract Administration
Fiscal Year 2019**

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 TEEEX Associate Agency Director/CFO or TEEEX Assistant CFO is delegated the authority to execute the contract. Other exceptions to this delegation are stated in System Policy 25.07, §3.

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:

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

TEEX	Texas A&M Engineering Extension Service	CFO	TEEX Chief Financial Officer
SES	TEEX Director of Strategic & Education Services	Property Manager	TEEX Property Manager
Division	TEEX Division Director	Deputy Director	TEEX Deputy Director
Agency Director	TEEX Agency Director	SBLO	Small Business Liaison Officer
OCS	TEEX Office of Contract and Proposal Services		

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 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;
 - 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. In addition, all TEEX contracts must comply with the TEEX Small Business Subcontracting Plan relating to contracting with SB, SDB, WOSB, HUB Zone SB, VOSB, and SOVOSB entities.
- 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 Office of Budgets and Accounting as 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"> • Division Director • OCS, SBLO • CFO 	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • SES • OCS • Deputy Director 	<ul style="list-style-type: none"> • CFO/Director 	<ul style="list-style-type: none"> • CFO/Director
4. ATHLETIC AGREEMENTS			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</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
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
5. COLLECTION AGENCY AGREEMENTS			

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)
5.1 Collection of Accounts (<i>See 5.1.1 below</i>). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i> [LANGUAGE FROM CONTRACT TEMPLATE]			
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"> • Division Director/Department Head • CFO • 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"> • Division Director • SBLO • HUB Coordinator • OGC 	<ul style="list-style-type: none"> • CFO 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • Division Director • SBLO • HUB Coordinator • OGC • BOR 	<ul style="list-style-type: none"> • CFO • BOR 	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • HUB Coordinator • OGC • Division Director • FPC, if requested • SBLO • OGC 	<ul style="list-style-type: none"> • CFO 	
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.

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8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
8.1 Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
8.2 Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters (Conditional letters of appointment to faculty)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles & Lecturer Titles)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as Academic Department Head, Interim Head, Acting Head	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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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>	• N/A	• N/A	• N/A
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	• N/A	• N/A	• N/A
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	• N/A	• N/A	• N/A
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	• N/A	• N/A	• N/A
9.1.10 Continuing and Extension Education	• N/A	• N/A	• N/A
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	• N/A	• N/A	• N/A
9.1.12 Off-Campus Instruction	• N/A	• N/A	• N/A
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	• N/A	• N/A	• N/A
9.2 Non-Faculty Employment Appointments			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	• N/A	• N/A	• N/A
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	• N/A	• N/A	• N/A

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9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	• N/A	• N/A	• N/A
10. EMPLOYEE BENEFITS CONTRACTS – Risk Management			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	•	•	•
11. EQUIPMENT LEASE AGREEMENTS			
<i>TEEX as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TEEX-owned equipment.</i>	• N/A	• N/A	• N/A
11.2 Equipment Lease for <i>TEEX</i> -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TEEX - owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • Division Director • SBLO • OCS • CFO • OGC, if applicable 	• Division Director	• CFO
11.2.1 Rental Vehicles <i>(Non- TEEX Lessee)</i>	• N/A	• N/A	• N/A
11.2.2 Equipment	<ul style="list-style-type: none"> • Division Director • SBLO • OCS • CFO • OGC, if applicable 	• Division Director	• CFO
<i>TEEX as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TEEX use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Division Director • SBLO • OCS • CFO 	• Division Director	• CFO
11.4 Equipment Lease (Rental) <i>Rental of equipment for TEEX use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Division Director • SBLO • OCS 	• Division Director	• CFO

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	<ul style="list-style-type: none"> • CFO 		
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant 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
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant 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
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
13.4 Other Banking Functions (Custodial agreements, securities lending 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
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			
14.1 Grants (sponsored projects) (See Section 24.1)	<ul style="list-style-type: none"> • Division Director • OCS • Deputy Director (Federal) • CFO (State, Local, Private) 	<ul style="list-style-type: none"> • Deputy Director (Federal) • Division Director/CFO (State, Local, Private) 	<ul style="list-style-type: none"> • BOR ≥ \$500,000 (unless delegated to Agency Director or designee) • Deputy Director (Federal) (per Agency Director delegation) • CFO (State, Local, Private) (per Agency Director delegation)

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14.2 Student Financial Aid	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
14.4 Funding Agreements (Non-Academic)	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • BOR ≥ \$500,000 (unless delegated to Agency Director or designee) • CFO (per Agency Director delegation)
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>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.</u>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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15.6 Administrative Contracts	• N/A	• N/A	• N/A
16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)			
16.1 Technology Transfer			
16.1.1 Patent License Agreement <i>(Technology Transfer)</i>	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC • OGC 	• TTC	• TTC
16.1.2 Non-Patent License Agreement <i>(Technology Transfer)</i>	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC • OGC 	• TTC	• TTC
16.1.3 Trademark License	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC • OGC 	• TTC	• TTC
16.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC, if applicable • OGC 	• Deputy Director	• Deputy Director
16.1.5 Software License	See Section 22.3 herein.	See Section 22.3 herein.	See Section 22.3 herein.
16.1.6 Material Transfer (<i>Commercial</i>)	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC • OGC, if applicable 	• TTC	• TTC
16.1.7 Material Transfer (<i>Non-Commercial</i>)	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC • OGC, if applicable 	• TTC	• TTC
16.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC 	• TTC	• TTC

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	<ul style="list-style-type: none"> • OGC, if applicable 		
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • Deputy Director • OCS • TTC • OGC, if applicable 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.4 Nondisclosure/Confidentiality Agreements <i>Committing TEEX 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"> • Deputy Director • OCS • TTC • OGC, if applicable 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
16.5 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"> • Division Director • OCS • CFO • TTC • OGC, if applicable 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • Division Director • OCS • HUB Coordinator/SBLO • CFO • TTC • OGC, if applicable 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • Division Director • OCS • CFO • TTC • OGC, if applicable 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.9 Federal/State Regulatory Agreements (permits, licenses, declarations,	<ul style="list-style-type: none"> • Division Director • OCS 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC

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applications filed with regulatory agencies)	<ul style="list-style-type: none"> • CFO • TTC • OGC, if applicable 		
16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> • Division Director • OCS • CFO • TTC • OGC, if applicable 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> • Division Director • OCS • CFO • TTC • OGC, if applicable 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
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"> • Division Director • OCS • HUB Coordinator/SBLO • CFO 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • CFO
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"> • Division Director • OCS • HUB Coordinator/SBLO • CFO 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • CFO
18. INTRA-SYSTEM AGREEMENT			
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"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • CFO
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) All settlements shall have concurrence of the TEEX CEO and General Counsel and where required, the approval of the State Attorney General.			
19.1.1 Approval to Settle:	<ul style="list-style-type: none"> • OGC 	<ul style="list-style-type: none"> • Agency Director 	<ul style="list-style-type: none"> • Chancellor

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<p>\$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR</p>	<ul style="list-style-type: none"> • Agency Director 		
<p>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></p>	<ul style="list-style-type: none"> • Deputy Director 	<ul style="list-style-type: none"> • Agency Director 	<ul style="list-style-type: none"> • Agency Director
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
<p>20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TEEEX and non-TEEX entities; contracts to perform educational and service activities consistent with the TEEEX mission.</i></p>	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
<p>20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i></p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
<p>20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i></p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
<p>20.4 International Study Abroad Program</p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
<p>20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TEEEX' students.</i></p>	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
<p>20.6 Work Study Program Agreements</p>	<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. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
<p>21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TEEEX and non-TEEX entities that are non-academic in nature.</i></p>	<ul style="list-style-type: none"> • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO

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. PURCHASE AGREEMENTS <i>(TEEX acquiring goods and non-professional services)</i>			
22.1 <i>TEEX Purchase Orders</i> <i>Purchase of goods from outside vendor using standard form promulgated by TEEX which are processed through the appropriate bid process in accordance with TEEX policies, State and Federal requirements.</i>	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • CFO 	<ul style="list-style-type: none"> • Division Director <\$10,000 • CFO ≥ \$10,000 	<ul style="list-style-type: none"> • CFO
22.2 <i>Vendor Purchase Orders</i> <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • CFO 	<ul style="list-style-type: none"> • Division Director <\$10,000 • CFO ≥ \$10,000 	<ul style="list-style-type: none"> • CFO
22.3 <i>Software License Agreements</i> <i>Contract for site use of computer software using vendor supplied document or agreement.</i>			
22.3.1 <i>Department</i> <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • OCS • CIO 	<ul style="list-style-type: none"> • Division Director <\$10,000 • CIO ≥ \$10,000 	<ul style="list-style-type: none"> • CFO
22.3.2 <i>System Offices</i> <i>Contract providing System Office computing application.</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
22.4 <i>Memberships</i> <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22.4.1 <i>Professional/Service Associations</i> <i>Purchase by TEEX 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"> • Division Director • SBLO ≥ \$10,000 • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22.4.2 <i>Social/Individual</i>	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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>Purchase by TEEEX on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • CFO 		
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
22.6 Library Subcontracts <i>TEEEX 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
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • OCS • CFO 	<ul style="list-style-type: none"> • Division Director <\$10,000 • CIO ≥ \$10,000 	<ul style="list-style-type: none"> • CFO
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • SBLO ≥ \$10,000 • Director • OGC • Chancellor 	<ul style="list-style-type: none"> • See System Policy 21.05 	<ul style="list-style-type: none"> • See System Policy 21.05
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	

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)
<ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> 			
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	
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"> • Division Director • CFO • SREA • SOBA • OGC 	<ul style="list-style-type: none"> • Agency Director 	
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	
23.5 Lease of Real Property			
23.5.1 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"> • Division Director • CFO • SREO OGC, if applicable 	<ul style="list-style-type: none"> • CFO 	
23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land</i>	<ul style="list-style-type: none"> • Division Director • OCS • SREO 	<ul style="list-style-type: none"> • CFO 	

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><i>from a 3rd party for TEEEX use for a specified period.</i> See SR 41.01.01, §4 and SR 41.01.01, §6 ○</p>			
<p>23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TEEEX use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
<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"> • N/A 	<ul style="list-style-type: none"> • N/A 	
<p>23.6.2 System as Grantee (easement across 3rd party’s property) (Requires BOR approval if over \$300,000)</p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
<p>23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)</p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
<p>23.7 Housing Agreements</p>			
<p>23.7.1 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>23.7.2 Residence Hall <i>On-campus student housing.</i></p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
<p>23.7.3 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>23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i></p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	

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 Other Grants of Rights in 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"> • Division Director • OCS • CFO • SREO, if applicable 	<ul style="list-style-type: none"> • CFO • Agency Director 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
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"> • Division Director • CFO • SREO, if applicable 	<ul style="list-style-type: none"> • CFO • Agency Director 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits,	<ul style="list-style-type: none"> • Division Director • CFO • SREO, if applicable 	<ul style="list-style-type: none"> • CFO • Agency Director 	

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Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.)			
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • CFO • SREO, if applicable 	<ul style="list-style-type: none"> • CFO • Agency Director 	
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			
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, and cooperative agreements</i>	<ul style="list-style-type: none"> • Non-research Instruction Agreements • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • BOR ≥ \$500,000 (unless delegated to Agency Director or designee) • CFO (per Agency Director delegation)
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"> • Non-research Instruction Agreements • Division Director • SBLO ≥ \$10,000 • OCS • CFO 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • BOR ≥ \$500,000 (unless delegated to Agency Director or designee) • CFO (per Agency Director delegation)
24.3 Proposal Submissions	<ul style="list-style-type: none"> • Non-research Instruction Agreements • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • CFO
24.4 Teaming Agreements	<ul style="list-style-type: none"> • Non-research Instruction Agreements • Division Director 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • CFO

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"> • OCS • CFO 		
24.5 Non-disclosure Agreements	<ul style="list-style-type: none"> • Non-research Instruction Agreements • Division Director • OCS • CFO 	<ul style="list-style-type: none"> • Division Director • CFO 	<ul style="list-style-type: none"> • CFO
24.6 Material Transfer 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
24.7 Testing/Analytical 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
24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</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
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Division Director • OCS, GSA • CFO 	<ul style="list-style-type: none"> • Division Director (unless Federal or Foreign) • CFO 	<ul style="list-style-type: none"> • BOR ≥ \$500,000 (unless delegated to Agency Director or designee) • CFO (delegation from Agency Director)
26. SALES AGREEMENTS (TEEX providing goods or services)			
26.1 Consultant/Professional Service Agreements <i>TEEX acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • Division Director • OCS, GSA • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
26.1.1 Analysis Testing	<ul style="list-style-type: none"> • Division Director • OCS, GSA • CFO 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Division Director • CFO • Property Manager 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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	<ul style="list-style-type: none"> • CFO • Property Manager 		
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Division Director • CFO • Property Manager 	• CFO	• CFO
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Division Director • CFO • Property Manager 	• CFO	• CFO
27. SERVICES AGREEMENTS (<i>TEEX acquiring services</i>)			
27.1 Educational Testing Services	• N/A	• N/A	• N/A
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	• N/A	• N/A	• N/A
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"> • Division Director • SBLO ≥ \$10,000 • OCS • CFO 	• CFO	• CFO
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • OCS • CFO 	<ul style="list-style-type: none"> • Division Director <\$10,000 • CFO ≥ \$10,000 	• CFO
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Division Director • SBLO ≥ \$10,000 • OCS • CFO 	<ul style="list-style-type: none"> • Division Director <\$10,000 • CFO ≥ \$10,000 	• CFO
27.5 Non-academic Instruction <i>Recreational Sports</i>	• N/A	• N/A	• N/A
27.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code</i>	<ul style="list-style-type: none"> • Division Director • OCS • HUB Coordinator/SBLO 	• CFO	• CFO

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<p><i>§2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering).</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i></p>	<ul style="list-style-type: none"> • CFO 		
<p>27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i></p>	<ul style="list-style-type: none"> • Division Director • OCS • HUB Coordinator/SBLO • Deputy Director 	<ul style="list-style-type: none"> • Division Director <\$10,000 • Deputy Director \$10,000-\$25,000 • Director >\$25,000 	<ul style="list-style-type: none"> • Agency Director
<p>27.8 Student Medical Services</p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
<p>27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i></p>	<ul style="list-style-type: none"> • Division Director • OCS • HUB Coordinator/SBLO, if applicable • CFO 	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO
28. SPECIAL EVENTS			
<p>28.1 Conference/Short-Course</p>	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO
<p>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></p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
29. UNCLASSIFIED AGREEMENTS			
<p><i>Contracts and agreements not specifically classified above.</i></p>	<ul style="list-style-type: none"> • Division Director • OCS • HUB Coordinator/GSA/SBLO if applicable • CFO 	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO
<p>29.1 Independent Contractor Agreements</p>	<ul style="list-style-type: none"> • Division Director • SBLO • OCS • CFO 	<ul style="list-style-type: none"> • Director, Contract Administration <\$10,000 • CFO ≥\$10,000 	<ul style="list-style-type: none"> • CFO
<p>29.2 Intrasystem Lease Agreements</p>	<ul style="list-style-type: none"> • Division Director 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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	<ul style="list-style-type: none"> • OCS • CFO 		
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •