

**TEXAS A&M TRANSPORTATION INSTITUTE
THE TEXAS A&M UNIVERSITY SYSTEM
Chancellor's Delegation of Authority for Contract Administration
Fiscal Year 2020**

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 Vice Chancellor for Business Affairs or Executive Director, Budgets and Accounting 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:

CEO	Gregory D. Winfree Agency Director	OGC	Office of General Counsel
CFO	Joseph N. Dunn Assistant Agency Director and Chief Financial Officer	PD	Director, Procurement
EAD	William R. Stockton Executive Associate Director	SRS	Texas A&M Sponsored Research Services – Director, Assoc. Executive Director, & Executive Director

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.
- 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"> • TTI Communications • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	• Not Applicable	• Not Applicable	• Not Applicable
4. ATHLETIC AGREEMENTS			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	• Not Applicable	• Not Applicable	• Not Applicable
4.1.1 Athletic Game Guarantees	• Not Applicable	• Not Applicable	• Not Applicable
4.2 Athletic Event Sponsorship	• Not Applicable	• Not Applicable	• Not Applicable
4.3 Transportation Purchase Order Contracts	• Not Applicable	• Not Applicable	• Not Applicable
4.4 Hotel Purchase Order Contracts	• Not Applicable	• Not Applicable	• Not Applicable
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	• Not Applicable	• Not Applicable	• Not Applicable
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>			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	<ul style="list-style-type: none"> • Department Head • CFO • 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"> • TTI Administration • Director of Facilities, Safety & Support Services • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • TTI Administration • Director of Facilities, Safety & Support Services • Business Office • Assistant Agency Director and CFO • Agency Director 	<ul style="list-style-type: none"> • Board of Regents 	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • TTI Administration • Director of Facilities, Safety & Support Services • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	
7. CONSULTING AGREEMENTS			
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			

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)
8.1 Personal Property with Restrictions <i>(including indemnification)</i> on Acceptance <i>(including cash or cash equivalents)</i> See SP 21.05.	<ul style="list-style-type: none"> • TTI Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
8.2 Real Property <i>(including all bequests)</i> 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 <i>(Conditional letters of appointment to faculty)</i>			
9.1.1 Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments <i>(e.g. Visiting Faculty Titles & Lecturer Titles)</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.6 Approval of Appointment Offers – Appointment and accompanying	• Not Applicable	• Not Applicable	• Not Applicable

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salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>			
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office • Business Office • Director, TEES Purchasing Services 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • Division Head or Center Director • Human Resources 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
9.2 Non-Faculty Employment Appointments			

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9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Human Resources 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Human Resources 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Human Resources 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
10. EMPLOYEE BENEFITS CONTRACTS – Risk Management			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • System Risk Management 	<ul style="list-style-type: none"> • System Risk Management 	<ul style="list-style-type: none"> • System Risk Management
11. EQUIPMENT LEASE AGREEMENTS			
<i>TAMUS 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 TAMUS-owned equipment.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
11.2 Equipment Lease for TAMUS -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUS -owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
11.2.2 Equipment	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO

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		<ul style="list-style-type: none"> • Executive Associate Director 	<ul style="list-style-type: none"> • Executive Associate Director
TAMUS as Lessee			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TAMUS use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
11.4 Equipment Lease (Rental) <i>Rental of equipment for TAMUS use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services
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"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services
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"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services 	<ul style="list-style-type: none"> • System Treasury Services

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14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			
14.1 Grants (sponsored projects) (See Section 24.1)	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
14.2 Student Financial Aid	• Not Applicable	• Not Applicable	• Not Applicable
14.3 Funding Agreements (<i>Academic</i>)	• Not Applicable	• Not Applicable	• Not Applicable
14.4 Funding Agreements (<i>Non-Academic</i>)	• Not Applicable	• Not Applicable	• Not Applicable
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.	• System Risk Management and Safety	• System Risk Management and Safety	• System Risk Management and Safety
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	• System Risk Management and Safety	• System Risk Management and Safety	• System Risk Management and Safety
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	• System Risk Management and Safety	• System Risk Management and Safety	• System Risk Management and Safety
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User)	• System Risk Management and Safety	• System Risk Management and Safety	• System Risk Management and Safety
NOTE: <u>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts.</u>			

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<u>Risk Management must be contacted before any insurance is purchased.</u>			
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • System Risk Management and Safety 	<ul style="list-style-type: none"> • System Risk Management and Safety 	<ul style="list-style-type: none"> • System Risk Management and Safety
15.6 Administrative Contracts	<ul style="list-style-type: none"> • System Risk Management and Safety 	<ul style="list-style-type: none"> • System Risk Management and Safety 	<ul style="list-style-type: none"> • System Risk Management and Safety
16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.1.2 Non-Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.1.3 Trademark License	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO

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	<ul style="list-style-type: none"> • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 		
16.1.5 Software License	<ul style="list-style-type: none"> • See Section 22.3 herein 	<ul style="list-style-type: none"> • See Section 22.3 herein 	<ul style="list-style-type: none"> • See Section 22.3 herein
16.1.6 Material Transfer (<i>Commercial</i>)	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.1.7 Material Transfer (<i>Non-Commercial</i>)	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO

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16.4 Nondisclosure/Confidentiality Agreements <i>Committing TAMUS 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"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
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"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director

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	<ul style="list-style-type: none"> • Texas A&M Technology Commercialization Office 		
16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
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"> • Inventor • Division Head or Center Director • TTI Intellectual Property Committee • Texas A&M Technology Commercialization Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
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 Head or Center Director • Research Development Office • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
17.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director

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>LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> • Business Office 		
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 Head or Center Director • Research Development Office • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> • Division Head or Center Director • Assistant Agency Director and CFO • TTI Agency Director • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel 	<ul style="list-style-type: none"> • \$100,000 to \$300,000 Chancellor • More than \$300,000 Board of Regents
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Assistant Agency Director and CFO • TTI Agency Director 	<ul style="list-style-type: none"> • General Counsel 	<ul style="list-style-type: none"> • General Counsel
20. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUS and non-TAMUS entities; contracts to perform educational and service activities consistent with the TAMUS mission.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	• Not Applicable	• Not Applicable	• Not Applicable
20.4 International Study Abroad Program	• Not Applicable	• Not Applicable	• Not Applicable
20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUS’ students.</i>	• Not Applicable	• Not Applicable	• Not Applicable
20.6 Work Study Program Agreements	• Not Applicable	• Not Applicable	• Not Applicable
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMUS and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
22. PURCHASE AGREEMENTS (<i>TAMUS acquiring goods and non-professional services</i>)			
22.1 TAMUS Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by TAMUS which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	• Personnel with signature authority in the Business Office	• Individuals assigned signature authority over subsidiary accounts	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
22.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	• Personnel with signature authority in the Business Office	• Individuals assigned signature authority over subsidiary accounts	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
22.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	• Personnel with signature authority in the Business Office	• Individuals assigned signature authority over subsidiary accounts	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.3.2 System Offices <i>Contract providing System Office computing application.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • Program Manager • Division Head or Center Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
22.4.1 Professional/Service Associations <i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<ul style="list-style-type: none"> • Program Manager • Division Head or Center Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
22.4.2 Social/Individual <i>Purchase by TAMUS on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Program Manager • Division Head or Center Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
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"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Program Manager • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director

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)
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Personnel with signature authority • Business Office 	<ul style="list-style-type: none"> • Individuals assigned signature authority over subsidiary accounts 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Assistant Agency Director and CFO • General Counsel 	<ul style="list-style-type: none"> • Board of Regents 	<ul style="list-style-type: none"> • Board of Regents
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Assistant Agency Director and CFO • System Treasury (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
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> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Assistant Agency Director and CFO • System Real Estate Office • System Office of Budgets and Accounting • General Counsel 	<ul style="list-style-type: none"> • Agency Director 	
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"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Agency Director 	

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> 	<ul style="list-style-type: none"> ● Assistant Agency Director and CFO ● System Real Estate Office ● System Office of Budgets and Accounting ● General Counsel 		
<p>23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i></p> <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 Head or Center Director ● Business Office ● Assistant Agency Director and CFO ● System Real Estate Office ● System Office of Budgets and Accounting ● General Counsel 	<ul style="list-style-type: none"> ● Agency Director 	
<p>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <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"> ● Division Head or Center Director ● Business Office ● Assistant Agency Director and CFO ● System Real Estate Office ● System Office of Budgets and Accounting ● General Counsel 	<ul style="list-style-type: none"> ● Agency Director ● Board of Regents 	
<p>23.5 Lease of Real Property</p>			
<p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be</i> 	<ul style="list-style-type: none"> ● Division Head or Center Director ● Business Office ● Director of Facilities, Safety & Support Services ● Assistant Agency Director and CFO ● System Real Estate Office 	<ul style="list-style-type: none"> ● Agency Director 	

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>approved by the BOR as required by SP 41.01, §4.1</i>			
23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUS use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Director of Facilities, Safety & Support Services • Assistant Agency Director and CFO • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Director of Facilities, Safety & Support Services • Assistant Agency Director and CFO • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
23.6.2 System as Grantee (easement across 3 rd party’s property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Director of Facilities, Safety & Support Services • Assistant Agency Director and CFO • System Real Estate Office 	<ul style="list-style-type: none"> • \$100,000 to \$300,000 Agency Director • More than \$300,000 Board of Regents 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Director of Facilities, Safety & Support Services • Assistant Agency Director and CFO • Agency Director • System Real Estate Office 	<ul style="list-style-type: none"> • Board of Regents 	
23.7 Housing Agreements			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
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"> • Director of Facilities, Safety & Support Services • Business Office • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • Director of Facilities, Safety & Support Services • Business Office • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	

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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"> • Director of Facilities, Safety & Support Services • Business Office • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • Director of Facilities, Safety & Support Services • Business Office • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Production Sharing Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> • Director of Facilities, Safety & Support Services • Business Office • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
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, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • Director of Facilities, Safety & Support Services • Business Office • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company	<ul style="list-style-type: none"> • See Section 27.6 	<ul style="list-style-type: none"> • See Section 27.6 	

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contracts, etc.) (See Section 27.6)			
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • Director of Facilities, Safety & Support Services • Business Office • System Real Estate Office 	<ul style="list-style-type: none"> • Agency Director 	
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"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director • SRS Executive Director or Designee (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director • SRS Executive Director or Designee (if appropriate)
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"> • Principal Investigator • Division Head or Center Director • Research Development Office • Research Contracts Management • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director • SRS Executive Director or Designee (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director • SRS Executive Director or Designee (if appropriate)
24.3 Proposal Submissions	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director • SRS Executive Director or Designee (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director • SRS Executive Director or Designee (if appropriate)
24.4 Teaming Agreements	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director

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24.5 Non-disclosure Agreements	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • Principal Investigator • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
26. SALES AGREEMENTS (TAMUS providing goods or services)			
26.1 Consultant/Professional Service Agreements	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director

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<i>TAMUS acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • Research Development Office 		
26.1.1 Analysis Testing	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Research Development Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> • Property Manager • Manager of Financial Reporting • Assistant CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> • Property Manager • Manager of Financial Reporting • Assistant CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> • Property Manager • Manager of Financial Reporting • Assistant CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> • Property Manager • Manager of Financial Reporting • Assistant CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
27. SERVICES AGREEMENTS (TAMUS acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
27.3 Lecture/Seminar Speaker Agreements	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable

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<i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>			
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"> • Personnel with signature authority • Business Office 	<ul style="list-style-type: none"> • Individuals assigned signature authority over subsidiary accounts 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Personnel with signature authority • Business Office 	<ul style="list-style-type: none"> • Individuals assigned signature authority over subsidiary accounts 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
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).</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Director, TEES Purchasing Services 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
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>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Director, TEES Purchasing Services 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
27.8 Student Medical Services	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
27.9 Unclassified Services	<ul style="list-style-type: none"> • Division Head or Center Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO 	<ul style="list-style-type: none"> • Assistant Agency Director and 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 of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Business Office 	<ul style="list-style-type: none"> • Executive Associate Director 	<ul style="list-style-type: none"> • Executive Associate Director
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
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"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
29. UNCLASSIFIED AGREEMENTS			
<i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Business Office 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director 	<ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director
30. Hotel Contracts	<ul style="list-style-type: none"> • Division Head • TEES Procurement 	<ul style="list-style-type: none"> • TEES Procurement Manager 	<ul style="list-style-type: none"> • CFO (after TEES Procurement Manager review)