

**TEXAS A&M TRANSPORTATION INSTITUTE
THE TEXAS A&M UNIVERSITY SYSTEM
Chancellor’s Delegation of Authority for Contract Administration
Fiscal Year 2021**

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:

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| CEO | Gregory D. Winfree Agency Director | OGC | Office of General Counsel |
| CFO | Joseph N. Dunn Assistant Agency Director and Chief Financial Officer | PD | TEES Director, Procurement (Shared Service) |
| 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. |

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|---|---|---|---|
| 8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01) | | | |
| 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 |

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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> | <ul style="list-style-type: none"> • Not Applicable | <ul style="list-style-type: none"> • Not Applicable | <ul style="list-style-type: none"> • Not Applicable |
| 9.1.7 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 • |

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|--|---|---|---|
| 9.2 Non-Faculty Employment Appointments | | | |
| 9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i> | <ul style="list-style-type: none"> • 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>TTI 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 TTI-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 TTI-Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TTI-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 |

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|---|---|---|---|
| 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 • Executive Associate Director | <ul style="list-style-type: none"> • Assistant Agency Director and CFO • Executive Associate Director |
| <i>TTI as Lessee</i> | | | |
| 11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TTI 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 TTI 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) | • System Treasury Services | • System Treasury Services | • 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) | • System Treasury Services | • System Treasury Services | • System Treasury Services |
| 13.2.2 Investment Management (SP 22.02) | • System Treasury Services | • System Treasury Services | • 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) | • System Treasury Services | • System Treasury Services | • System Treasury Services |
| 13.3.2 Bond Counsel (See Section 19.2 Legal) | • System Treasury Services | • System Treasury Services | • System Treasury Services |

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|---|---|---|---|
| 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 |
| 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 | <ul style="list-style-type: none"> Not Applicable | <ul style="list-style-type: none"> Not Applicable | <ul style="list-style-type: none"> Not Applicable |
| 14.3 Funding Agreements (Academic) | <ul style="list-style-type: none"> Not Applicable | <ul style="list-style-type: none"> Not Applicable | <ul style="list-style-type: none"> Not Applicable |
| 14.4 Funding Agreements (Non-Academic) | <ul style="list-style-type: none"> Not Applicable | <ul style="list-style-type: none"> Not Applicable | <ul style="list-style-type: none"> 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. | <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 |
| 15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff) | <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 |
| 15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs) | <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 |
| 15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) | <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 |

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|--|--|---|---|
| NOTE: <u><i>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.</i></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 <i>(Technology Transfer)</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 |
| 16.1.2 Non-Patent License Agreement <i>(Technology Transfer)</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 |
| 16.1.3 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 |

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|--|--|---|---|
| 16.1.4 Invention/Software Copyright Disclosure | <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 |
| 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 | <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 | | |
| <p>16.4 Nondisclosure/Confidentiality Agreements <i>Committing TTI or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i></p> | <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 |
| <p>16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i></p> | <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 |
| <p>16.6 Business Services Agreements (with outside entities)</p> | <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 |
| <p>16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations</p> | <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 |

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|--|--|---|---|
| 16.8 Federal/State Program Participation Agreements | <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 |
| 16.9 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)</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 |

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| <i>another STATE AGENCY governed by Texas Government Code Chapter 771</i> | <ul style="list-style-type: none"> • Business Office | | |
| 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 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 |
| 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 (<i>See 19.1.1 below</i>) <i>All settlements shall have concurrence of the TTI 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 TTI and non-TAMUS 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 |

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| <i>contracts to perform educational and service activities consistent with the TAMUS mission.</i> | | | |
| 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 |
| 20.3 International Affairs <i>Documents mutual obligations for international joint programs.</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 |
| 20.4 International Study Abroad Program | <ul style="list-style-type: none"> • Not Applicable | <ul style="list-style-type: none"> • Not Applicable | <ul style="list-style-type: none"> • Not Applicable |
| 20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUS’ students.</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 |
| 20.6 Work Study Program 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 |
| 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 (TTI acquiring goods and non-professional services) | | | |
| 22.1 TTI 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> | <ul style="list-style-type: none"> • Personnel with signature authority in the 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 |
| 22.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i> | <ul style="list-style-type: none"> • Personnel with signature authority in the 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 |

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| 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> | <ul style="list-style-type: none"> • Personnel with signature authority in the 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 |
| 22.3.2 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> | | | |
| 22.4.1 Professional/Service Associations <i>Purchase by TTI 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 TTI 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> | | | |
| 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 |

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|---|---|---|---|
| 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 |
| 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 | N/A - Chancellor or System CFO executes purchases of \$1,000,000 or less (after BOR approval if consideration is over \$1,000,000) | |

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.

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| 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"> • Division Head or Center Director • Business Office • Assistant Agency Director and CFO • System Real Estate Office • System Office of Budgets and Accounting • General Counsel | N/A - Chancellor, System CFO or General Counsel executes all documents (after BOR approval) | |
| 23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i> | <ul style="list-style-type: none"> • 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 | |
| 23.4 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"> • Division Head or Center Director • Business Office • Assistant Agency Director and CFO • System Real Estate Office • System Office of Budgets and Accounting • General Counsel | N/A - Chancellor or System CFO executes after BOR approval, if necessary | |
| 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> | <ul style="list-style-type: none"> • Division Head or Center Director • Business Office • Director of Facilities, Safety & Support Services | If Lease term is 5 years or less: <ul style="list-style-type: none"> • Agency Director | |

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| <ul style="list-style-type: none"> ○ <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"> ● Assistant Agency Director and CFO ● System Real Estate Office | | |
| <p>23.5.2 FROM 3rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TTI use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p> | <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 | <p>If Lease term is 5 years or less <u>and</u> \$500,000 or less:</p> <ul style="list-style-type: none"> ● Agency Director | |
| <p>23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TTI use for a specific student retreat.</i></p> | <ul style="list-style-type: none"> ● Not Applicable | <ul style="list-style-type: none"> ● Not Applicable | |
| <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"> ● Division Head or Center Director ● Business Office ● Director of Facilities, Safety & Support Services ● Assistant Agency Director and CFO ● System Real Estate Office | <p>N/A - Managing Counsel, Property & Construction executes</p> | |
| <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"> ● Division Head or Center Director ● Business Office ● Director of Facilities, Safety & Support Services ● Assistant Agency Director and CFO | <p>N/A - Managing Counsel, Property & Construction, Chancellor or System CFO executes</p> | |

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| 23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval) | <ul style="list-style-type: none"> • System Real Estate Office • Division Head or Center Director • Business Office • Director of Facilities, Safety & Support Services • Assistant Agency Director and CFO • Agency Director • System Real Estate Office | N/A - Chancellor or System CFO executes | |
| 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"> • Managing Counsel, Property & Construction or • 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 | N/A - Chancellor or System CFO executes | |
| 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 | N/A - Managing Counsel, Property & Construction executes | |
| 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"> • Managing Counsel, Property & Construction or • Agency Director | |
| 23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company | <ul style="list-style-type: none"> • Director of Facilities, Safety & Support Services • Business Office | <ul style="list-style-type: none"> • Managing Counsel, Property & Construction or • Agency Director | |

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| contracts, etc.) (See Section 27.6) | <ul style="list-style-type: none"> • System Real Estate Office | | |
| 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 | N/A – Director of RELLIS Campus executes in conjunction with 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 | <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"> • SRS (if appropriate) | | |
| 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 • 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 |
| 26. SALES AGREEMENTS (TTI 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>TTI 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 (TTI 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 |

| 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>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). 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. 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. Conference Hotel and Services Contracts (including Virtual Conference Services) | <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) |