**General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts $350,000 or less not specifically reserved by the Board of Regents in System Policy *25.07, Contract Administration*. In case of unavailability, the Chancellor delegates authority to the Chief Business Officer (CBO) and the Chief Investment Officer and Treasurer (CIOT) to sign and approve those contracts.

In accordance with System Policy *25.07*, the Delegation of Authority for Contract Administration for all contracts $350,000 or less is shown on the following pages. In case of unavailability of the person who has the delegated authority, the Deputy Director is delegated the authority to execute the contract.

Footnotes:

1 Contracts which involve a stated or implied consideration within stated limits and primary terms of five years or less. All contracts must be reviewed by the Office of General Counsel (OGC), unless in previously approved format or less than $50,000 with contract review short form attached to contract.

2  When an office or department is listed in the **Routing for Departmental Review** or the **Authorization to Execute Contracts** sections, it is the responsibility of the director of the department, or designee, to review or sign the contract.

3 All contracts for goods or services must be in compliance with System Regulation *25.99.02, Component Purchasing Authority,* and the System Procurement Code. All purchases shall comply with state statutes relating to historically underutilized businesses and procurement of goods and services from persons with disabilities.

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| **1. Construction****1.1 Minor Construction Projects Delegated to Members Under System Policy *51.04*.** 1.1.1 Rehabilitation Projects – Two million or less 1.1.2 New Construction Projects – One million or less (Administered by Facilities Planning and Construction (FPC) for the System Offices) 1.1.3 Employment of Architect/Engineer/ Professional Services (In accordance with **Section 2.7** of this document) | -Division Director-Facilities Planning and Construction, if requested-HUB Coordinator-Office of General Counsel-Division Director-Facilities Planning and Construction, if requested-HUB Coordinator-Office of General Counsel-Division Director-Facilities Planning and Construction, if requested-HUB Coordinator-Office of General Counsel | -Associate Agency Director/CFO-Associate Agency Director/CFO-Associate Agency Director/CFO | -Associate Agency Director/CFO-Associate Agency Director/CFO-Associate Agency Director/CFO |
| **2. Financial****2.1** **Federal/State Grant Agreements*** + 1. State Grants/Contracts (Sponsored Projects)
		2. Federal Grants/Contracts (Sponsored Projects)
 | -Division Director -Office of Contract Services-Deputy Director-Division Director-Office of Contract Services-Deputy Director | -Deputy Director-Deputy Director | -Deputy Director (Not limited when TEEX is performing)-Deputy Director (Not limited when TEEX is performing) |
| **2.2** **Federal & State Regulatory Agreements** 2.2.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies  | -Division Director-Office of Contract Services-Deputy Director | -Deputy Director | -Deputy Director |
| **2.3 Memoranda of Agreement** *Pledge of Programmatic Commitments* 2.3.1 Cooperative Agreements | -Division Director -Office of Contract Services-Deputy Director | -Division Director ≤ $50K-Deputy Director | -Deputy Director |
| **2.4 Texas Inter-Agency Agreements** 2.4.1 Non-Research Commitment for the use/acquisition (provision) of resources from (to) another state agency 2.4.2 Inter-Local Commitment for the use/acquisition (provision) of resources from (to) a Texas home rule city | -Division Director -Office of Contract Services-HUB Coordinator-Deputy Director-Division Director-Office of Contract Services-HUB Coordinator-Deputy Director | -Division Director ≤ $50K-Deputy Director-Division Director ≤ $50K-Deputy Director | -Deputy Director -Deputy Director |
| **2.5 Intra-System Agreements** *Commitments for the use/acquisition (provision) of resources from (to) other System Members* | -Division Director -Office of Contract Services-Deputy Director | -Division Director ≤ $50K-Deputy Director | -Deputy Director  |

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| **2.6 Consultant Agreements** **Statutory Consultant Agreements** *Use of private consultants (not an employee) governed by Texas Gov. Code, Chapt. 2254, Subchapt. B.* *Contracts over $25,000 must receive an approval from the CEO. Agreements for outside legal counsel must comply with* ***Section 8.2****.* | -Division Director -Office of Contract Services-HUB Coordinator-Deputy Director | -Division Director < $5,000-Deputy Director $5,000 to $25,000-Director > $25,000 | -Director |
| **2.7 Professional Services Agreements** **(Acquiring Professional Services—non-construction related)** Statutory Professional Services  *Acquisition of professional services as defined by Texas Gov. Code, Sec. 2254.002 (accounting, architecture, optometry, medicine, land surveying, and professional engineering when performed within the scope of practices)* 2.7.1 Total Cost of Service (including travel/lodging) Professional Services (Costs, including travel/lodging) | -Division Director-Office of Contract Services-HUB Coordinator-Deputy Director | -Director, Office of Contract Services | -Deputy Director |
| **2.8 Purchase Agreements (non-construction)** **(TEEX Acquires Goods or Services)***Purchase of outside legal counsel must comply with* ***Section 8.2****.*  2.8.1 TEEX Purchase Orders Purchase of goods or services from outside vendor using standard form promulgated by TAMU Purchasing Services Department in compliance with statutory or regulatory purchasing requirements | -Division Director -Associate Agency Director/CFO  | -Division Director < $5,000-Associate Agency Director/CFO > $5,000 | -Associate Agency Director/CFO |
|  2.8.2 Maintenance agreements acquired with equipment purchase or as stand alone purchase | -Division Director -Office of Contract Services-Associate Agency Director/CFO  | -Division Director < $5,000-Associate Agency Director/CFO > $5,000 | -Associate Agency Director/CFO |
|  2.8.3 Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor-supplied document or agreement | -Division Director -Associate Agency Director/CFO | -Division Director < $5,000- Associate Agency Director/CFO > $5,000 | -Associate Agency Director/CFO |
|  2.8.4 Partial Sale, Partial Gift Purchases *(See System Policy 21.05)* (**Requires Board of Regents approval)** | -Director-OGC-Chancellor | See System Policy *21.05* | See System Policy *21.05* |
| **2.9 Memberships** *(Purchase of Organizational Affiliations for Individuals, Groups or the Institution)*2.9.1 Professional/Service Associations – Group or InstitutionPurchase by the System Offices of a membership in a professional or service organization on behalf of a group or institution. | -Division Director -Associate Agency Director/CFO | -Associate Agency Director/CFO | -Associate Agency Director/CFO |
|  2.9.2 Professional/Service Association – IndividualPurchase by TEEX of a membership in a professional or service organization on behalf of an individual*.* | -Division Director -Associate Agency Director/CFO  | -Associate AgencyDirector/CFO  | -Associate Agency Director/CFO  |
| **2.10 Property Transfer Agreement** **(Inventoried and Non-inventoried items)** 2.10.1 Surplus Property Transfers 2.10.2 Transfer internally or to another TAMUS member 2.10.3 Transfer to another state agency | -Division Director -Associate Agency Director/CFO -Property Manager-Division Director -Associate Agency Director/CFO -Property Manager-Division Director -Associate Agency Director/CFO -Property Manager | -Associate Agency Director/CFO-Associate Agency Director/CFO -Associate Agency Director/CFO | -Associate Agency Director/CFO -Associate Agency Director/CFO-Associate Agency Director/CFO  |
| **6. Intellectual Property Agreements (SP *17.01*)** **6.1 Patent License Agreements** **6.2 Copyright/Software License Agreement****6.3 Intellectual Property Non-Disclosure Agreements****6.4 Material Transfer Agreements (Commercial)** | -Deputy Director-Office of Contract Services-OTC-OGC-Deputy Director-Office of Contract Services-OTC (if applicable)-OGC-Deputy Director-Office of Contract Services-OGC (if applicable)-Deputy Director -Office of Contract Services-OTC (if applicable)-OGC (if applicable) | -OTC-Deputy Director-Deputy Director-OTC | -OTC-Deputy Director-Deputy Director-OTC |
| **6.5 NDA & Confidentiality Agreements between TEEX & Outside Entity** | -Division Director -Office of Contract Services-Deputy Director  | -Deputy Director  | -Deputy Director  |
| **7.0 *Reserved*** |  |  |  |
| **8. Legal – General Counsel****8.1 Litigation *(\* See Note)* – SP *09.04*** *All settlements shall have concurrence of the member CEO and the General Counsel and, where required, the approval of the State Attorney General.***8.2 Outside Legal Counsel (Board of Regents’ Bylaws, Article III, Section 4 and System Regulation *09.04.01*)** *The General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.* ***\*Note: Approval to Settle Up to and including:*** *$100,000 General Counsel* *Over $100,000 and up to and*  *including $300,000 Chancellor* *Over $300,000 Board of Regents*  | -OGC-Director-Deputy Director-OGC | -Director-Director | -Chancellor-Director |
| **9. Information Resources****9.1** **Software License Agreements** *Contract for site use of computer software using vendor-supplied document or agreement* | -Division Director-Office of Contract Services-Chief Technology Officer | -Division Director < $5,000-Deputy Director > $5,000 | -Deputy Director  |