

SYSTEM OFFICES
THE TEXAS A&M UNIVERSITY SYSTEM
Chancellor's Delegation of Authority for Contract Administration
Fiscal Year 2024

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. Furthermore, in accordance with System Policy 25.07, §6, CEOs have the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and may delegate such authority to designees.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for (1) all contracts less than \$750,000, and (2) all contracts described in System Policy 25.07, §3, is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Deputy Chancellor, the Vice Chancellor for Business Affairs or Chief Administrative Officer is delegated the authority to execute the contract.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

Legend:

Asst.	Assistant	S-CFO	System Chief Financial Officer
AVC	Associate Vice Chancellor	SLMO	System Land Management Office
BOR	Board of Regents	SOBA	System Office of Budgets & Accounting
CAO	Chief Administrative Officer	SR	System Regulation
CEO	Chief Executive Officer	SREO	System Real Estate Office
CIO	Chief Information Officer	SP	System Policy
			Texas A&M Sponsored Research Services -
DCIO	Deputy Chief Investment Officer	SRS	Director, Assoc. Executive Director, & Executive Director
ECO	Export Control Officer	SYCO	System Marketing & Communications
ED-RE	Executive Director, Real Estate		

FPC-CFO	Chief Facilities Officer	System	The Texas A&M University System
FPC	Facilities, Planning & Construction	TI	Texas A& M Innovation
HUB	Historically Underutilized Businesses	PI	Principal Investigator/Research
OGC	Office of General Counsel	VCR	Vice Chancellor for Research
PD	Executive Director, Procurement	VCBA	Vice Chancellor for Business Affairs

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 a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
 - 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 comply 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 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to System Contract Management to ensure proper reporting is completed.

- 6 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.
- 7 System does not recognize contracts signed by System employees or agents as binding on the System unless the employee who signed the contract has duly delegated signature authority.
- 8 Employees who sign contracts purporting to bind the System without authority may be personally liable to the contractor and the System, and may be subject to System disciplinary action, up to and including dismissal or discharge for cause.
- 9 Contracts, including electronic agreements, signed without proper authority shall not be binding on the System.
- 10 All previous delegations of authority are superseded and rendered void as of the effective date of this Delegation of Authority.
- 11 Deputy Director and Director of RELLIS Campus are only authorized to sign contracts/agreements involving the RELLIS Campus.

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"> • SYCO • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • S-CFO • PD • Deputy Director of RELLIS Campus <\$10,000 • Director of RELLIS Campus 	<ul style="list-style-type: none"> • S-CFO or VCBA
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • S-CFO 	<ul style="list-style-type: none"> • S-CFO
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • S-CFO 	<ul style="list-style-type: none"> • S-CFO
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
4. ATHLETIC AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	• N/A	• N/A	• N/A
4.1.1 Athletic Game Guarantees	• N/A	• N/A	• N/A
4.2 Athletic Event Sponsorship	• N/A	• N/A	• N/A
4.3 Transportation Purchase Order Contracts	• N/A	• N/A	• N/A
4.4 Hotel Purchase Order Contracts	• N/A	• N/A	• N/A
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6 Recreational Sports Event Sponsorship	• N/A	• N/A	• N/A
5. COLLECTION AGENCY AGREEMENTS			
5.1 Collection of Accounts (See 5.1.1 below). <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 • S-CFO • OGC 	<ul style="list-style-type: none"> • CEO, S-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"> • FPC • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • S-CFO < \$4,000,000 • BOR ≥ \$4,000,000 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • FPC • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • S-CFO < \$4,000,000 • BOR ≥ \$4,000,000 • (Major projects \$10,000,000 or over will be administered by the TAMUS Office of FPC, and should follow the same delegations as listed above) 	
6.3 Architect/Engineer	• FPC	• S-CFO < \$4,000,000	

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<i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • BOR ≥ \$4,000,000 • Chancellor 	
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)			
8.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> • Department Head • Property Manager • S-CFO • PD > \$10,000 • OGC 	<ul style="list-style-type: none"> • S-CFO 	<ul style="list-style-type: none"> • S-CFO
8.2 Real Property <i>(including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 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>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. <i>Visiting Faculty Titles & Lecturer Titles</i>)	• N/A	• N/A	• N/A
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	• N/A	• N/A	• N/A
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	• N/A	• N/A	• N/A
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	• N/A	• N/A	• N/A
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	• N/A •	• N/A	• N/A
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	• N/A	• N/A	• N/A
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	• N/A	• N/A	• N/A
9.1.10 Continuing and Extension Education	• N/A •	• N/A	• N/A

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9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
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"> • N/A • 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • N/A • 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • N/A • 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • Benefits Administration • PD > \$10,000 • OGC ≥ \$100,000 • 	<ul style="list-style-type: none"> • Director, Benefits Administration 	<ul style="list-style-type: none"> • S-CFO
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"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO
11.2 Equipment Lease for <i>TAMUS</i> -Related Activities <i>Non-employee (student, conference, etc.)</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO

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<i>rental for a specified period of TAMUS - owned equipment.</i>			
11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO
11.2.2 Equipment	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO
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"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 • Treasury Services ≥ \$100,000 • 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO
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"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 • Treasury Services ≥ \$100,000 • 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • SOBA 	<ul style="list-style-type: none"> • S-CFO
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO

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Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • OGC ≥ \$100,000 		
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • Treasurer Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • SOBA 	<ul style="list-style-type: none"> • S-CFO
14.2 Student Financial Aid	<ul style="list-style-type: none"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • SOBA 	<ul style="list-style-type: none"> • S-CFO
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • SOBA 	<ul style="list-style-type: none"> • S-CFO
14.4 Funding Agreements (Non-Academic; Non-Sponsored Research)	<ul style="list-style-type: none"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • SOBA 	<ul style="list-style-type: none"> • S-CFO

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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"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO • General Counsel
15.6 Administrative Contracts	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6			
16.1 Technology Transfer			

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16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.2.1 Non-Patent License Agreement (<i>Technology Transfer</i>) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • TI • OGC 	<ul style="list-style-type: none"> • VCR approves and executes 	

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	<ul style="list-style-type: none"> • VCR 		
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.7.1 Assignment of Intellectual Property to Third Party (<i>IP does not exist at time of Sponsored Research Agreement</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR 	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.1 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> • See Section 24.6 	<ul style="list-style-type: none"> • See Section 24.6 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TI • ECO 	<ul style="list-style-type: none"> • N/A 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TI 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement 	
16.2.3 Intellectual Property Application and Prosecution (patents;	<ul style="list-style-type: none"> • IP Creator • TI 	<ul style="list-style-type: none"> • TI controls prosecution and registrations 	

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)
copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • OGC for trademarks • VCR 		
16.2.4 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> • IP Creator • CEO • TI (copyright only) • OGC for trademarks 	<ul style="list-style-type: none"> • TI controls prosecution and registrations (copyright only) • CEO approves expenses for member 	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO 	
16.4 Nondisclosure/Confidentiality Agreements			
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property* * IP that is covered by IP disclosure or is a declared variety	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TI and Non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign</i>	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	

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>country; and promoting history of System students and foreign country)</i>			
16.6 Business Entity to Commercialize System	Intellectual Property		
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> • CEO (If Member sponsored creation of Entity) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • TI • OGC • VCR • Chancellor 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO via OGC process • VCR (if patent) 	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • CEO • TI • OGC • SOBA • VCR • Chancellor 	<ul style="list-style-type: none"> • Chancellor or VCR 	
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • CEO • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO • VCR (if patent) 	

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)
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
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"> • Department Head • S-CFO • SOBA • PD > \$10,000 • OGC ≥ \$100,000 (required only if exceptions stated in Section D(3)I of the TAMUS Contract Review Guidelines and Checklist are not met) 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO (Any amount)
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"> • Department Head • S-CFO • SOBA • PD > \$10,000 • OGC ≥ \$100,000 • 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-CFO
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
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"> • Department Head • S-CFO • SOBA • PD > \$10,000 • OGC ≥ \$100,000 • 	<ul style="list-style-type: none"> • PD • Deputy Director of RELLIS Campus <\$10,000 • Director of RELLIS Campus 	<ul style="list-style-type: none"> • S-CFO or VCBA (Any amount)
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.			

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)
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"> • OGC • Chancellor • OGC 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor (more than \$300K BOR)
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"> • Department Head • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
20.4 International Study Abroad Program	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 • SOBA 	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • S-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>TAMUS and non-TAMUS entities that are non-academic in nature.</i>			
22. PURCHASE AGREEMENTS <i>(TAMUS acquiring goods and services not addressed in Section 27)</i>			
22.1 <i>TAMUS Purchase Orders Purchase of goods or services from outside vendor using standard forms 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"> • Department Head • <u>If required:</u> PD • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
22.2 <i>Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> • Department Head • If required: PD • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
22.3 <i>Software License Agreements Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 <i>Department Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Department Head • CIO, if required • PD > \$10,000 • OGC ≥ \$100,000 • 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
22.3.2 <i>System Offices Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> • CIO, if required • PD > \$10,000 • OGC > \$100,000 • 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
22.3.3 <i>Intellectual Property (non through TI) Contract containing IP Provisions</i>	<ul style="list-style-type: none"> • CIO, if required • PD > \$10,000 • OGC > \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) 	<ul style="list-style-type: none"> • S-CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • PD 	
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Chancellor 	<ul style="list-style-type: none"> • Chancellor
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"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Chancellor 	<ul style="list-style-type: none"> • Chancellor
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"> • Department Head • SOBA • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Chancellor 	<ul style="list-style-type: none"> • Chancellor
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • AVC Business Affairs • PD > \$10,000 • OGC ≥ \$100,000 • Chancellor 	<ul style="list-style-type: none"> • See SP 21.05, §3 	<ul style="list-style-type: none"> • See SP 21.05, §3
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC > \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000? • Contract Administrator ≤ \$10,000? • PD? 	<ul style="list-style-type: none"> • S-CFO
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • BOR approval required if consideration is over \$1,000,000 • Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less 	
23.2 Condemnation 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"> • CEO • SREO • OGC • Chancellor or S-CFO 	<ul style="list-style-type: none"> • Chancellor, S-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> ○ <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"> • CEO • SREO • OGC • SOBA 	<ul style="list-style-type: none"> • CEO can accept after approval of OGC and SOBA • S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices 	

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)
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"> ● CEO ● SREO ● OGC 	<ul style="list-style-type: none"> ● Chancellor or S-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> ○ <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"> ● CEO ● SREO ● OGC ● Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> ● CEO if term of 5 years or less ● Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	
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"> ● CEO ● SREO ● OGC 	<ul style="list-style-type: none"> ● CEO, Chancellor or S-CFO depending on term, amount and property assignment. SP 41.01 and SR 41.01.01 approvals: <ul style="list-style-type: none"> ● 5 yrs. or less/\$500,000 or less – CEO or S-CFO ● 10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO ● More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	
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"> ● CEO ● SREO ● OGC 	<ul style="list-style-type: none"> ● CEO, Chancellor or S-CFO depending on term, amount and property assignment. 	
23.6 Easements (SP 41.01, §6)			

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)
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA 	
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"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA • Chancellor or S-CFO (if BOR approval required) 	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval 	
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"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • CEO 	
23.8 Other Grants of Rights Related to 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"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA if property assigned to System Offices 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA 	
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"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA if property assigned to System Offices 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
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"> • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA or Landman IV 	
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.8.7 Real Property Management and Maintenance (i.e. Surface Use	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • S-CFO or VCBA 	

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)
Agreements; Drainage Agreements; Maintenance Agreements, etc.)			
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or ED-RE 	
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
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, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> • PI • Department • SRS • VCR • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • VCR • AVC-NL 	
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"> • PI • Department • SRS • VCR • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • VCR • AVC- NL 	
24.3 Proposal Submissions	<ul style="list-style-type: none"> • PI • Department Head 	<ul style="list-style-type: none"> • SRS (Any amount) 	

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"> • SRS • VCR • S-CFO • OGC ≥ \$100,000 		
24.4 Teaming Agreements	<ul style="list-style-type: none"> • VCR • SRS • Department Head • PI • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • VCR 	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> • VCR • SRS • Department Head • PI • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • SRS • AVCR • VCR 	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> • VCR • SRS • Department Head • PI • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • VCR 	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • VCR • SRS • Department Head • PI • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • VCR 	
24.8 Misc. Research Agreements and agreements ancillary to research agreements (e.g., <i>Vessel Time Charter Agreements</i>)	<ul style="list-style-type: none"> • VCR • SRS • Department Head • PI • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • VCR 	
25. REVENUE GENERATING 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)
25.1 Revenue Generating	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD • Director of RELLIS Campus ≤ \$10,000 (all funds) 	<ul style="list-style-type: none"> • S-CFO
26. SALES AGREEMENTS (TAMUS providing goods or services)			
26.1 Consultant/Professional Service Agreements (non-statutory) TAMUS acting as consultant or performing professional service (including testing services).	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • N/A • 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Department Head or Accountable Property Officer • Property Manager • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • S-CFO
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Department Head or Accountable Property Officer • Property Manager • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • S-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)
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Department Head or Accountable Property Officer • Property Manager • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • S-CFO
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Department Head or Accountable Property Officer • Property Manager • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • S-CFO
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
27. SERVICES AGREEMENTS (<i>TAMUS acquiring services</i>)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
27.4 Maintenance Agreements 27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) 	<ul style="list-style-type: none"> • S-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>services from equipment vendor as an integral part of equipment purchase.</i>		<ul style="list-style-type: none"> • Contract Administrator ≤ \$10,000 (all funds) • PD 	
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
27.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Department Head • If required: PD • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
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"> • Department Head • If required: PD • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
27.8 Student Medical Services	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
28.2 Exhibition Loan Agreements	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>			
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
30. UNCLASSIFIED/OTHER AGREEMENTS			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> • Department Head • PD 	Monetary categories above do not apply <ul style="list-style-type: none"> • Department Head • PD • VCBA 	
30.2 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as “Not Applicable”.</i>	<ul style="list-style-type: none"> • Department Head • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Department Head ≤ \$10,000 (all funds) • Contract Administrator ≤ \$10,000 (all funds) • PD 	<ul style="list-style-type: none"> • S-CFO
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