

# 25.07.99.S1 Contract Administration

Revised [November 4, 2020](#)

Next Scheduled Review: November 4, 2025

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## Rule Summary

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This rule establishes the overall processes for contract administration within the System Offices of The Texas A&M University System (system) in accordance with System Regulation 25.07.01, *Contract Administration, Delegations and Reporting*.

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## Rule

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### 1. GENERAL

Written contracts are executed whenever System Offices enters into a binding agreement with another party that involves any stated or implied consideration.

Contracts include, but are not limited to, the following: purchase orders, service agreements, cooperative agreements, memorandums of understanding, interagency contracts, grants, loans, easements, licenses, leases and permits, and amendments, modifications and extensions of those contracts. Other parties include, but are not limited to, federal, state and local agencies, non-profit organizations, private businesses, partnerships and individuals.

System Office of General Counsel (OGC) review is required on all contracts for form and legal sufficiency with exceptions noted in the *System Offices Delegation of Authority*.

Contracts are managed in accordance with the system *Contract Management Handbook*.

### 2. CONTRACT ORIGINATION

All contracts, unless specifically delegated within the *System Offices Delegation of Authority*, originate within the System Office of Procurement and Business Services or OGC.

### 3. RECOMMENDATION

Contract recommendation and justification originate from the applicable System Offices department and are routed in accordance with the *System Offices Delegation of Authority*.

### 4. APPROVAL

Approvals are obtained as outlined in the *System Offices Delegation of Authority*.

## 5. EXECUTION

Contract execution occurs upon obtaining all required approvals as stated within the *System Offices Delegation of Authority* and system procurement policies, regulations and guidelines.

## 6. ADMINISTRATION

Upon execution, all contracts are filed according to processes defined by the System Office of Procurement and Business Services. The responsibility and management of the performance of the contract shall rest with the applicable System Offices department.

## 7. CLOSE-OUT

Contract close-out responsibilities rests with the applicable System Offices department and the System Office of Procurement and Business Services.

## 8. CONTRACT REPORTING REQUIREMENTS

The System Office of Procurement and Business Services is responsible for the reporting of contracts as required by statute, the Legislative Budget Board, and other state authority.

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## Related Statutes, Policies, or Requirements

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[System Policy 25.07 Contract Administration](#)

[System Regulation 25.07.01 Contract Administration, Delegations and Reporting](#)

[System Regulation 25.07.03 Acquisition of Goods and/or Services](#)

[Contract Management Handbook](#)

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## Contact Office

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