

Tarleton State University
President's Delegation of Authority for Contract Administration^{1, 2, 3, 4}
Fiscal Year 2010

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
1. ADVERTISING AGREEMENTS			
	<ul style="list-style-type: none"> • Department Head • Director of Purchasing, Central Services, and HUB Program • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Director of Purchasing, Central Services, and HUB Program • Assistant Vice President for Finance & Administration • Area Vice President/Executive Director 	<ul style="list-style-type: none"> • President
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • President

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
- In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts \$200,000 or less is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance & Administration or the Assistant Vice President for Finance & Administration is delegated the authority to execute the contract.

Notes:

- ¹ REQUIRED GENERAL COUNSEL REVIEW (Texas A&M University System Policy 25.07, Section 3): All contracts must be submitted to the Office of General Counsel (OGC) for review as to form and legal sufficiency, except as follows: (a) OGC review is not necessary for those contracts entered into pursuant to an unaltered contract form approved by the OGC within the preceding three years. (b) The chancellor may authorize system member chief executive officers (CEOs), or their designees, to enter into contracts that involve a stated or implied consideration of no more than \$50,000 without submitting those contracts to the OGC, provided that such contracts are reviewed by the system member in accordance with guidelines approved by the chancellor on recommendation of the OGC.
- ² All contracts for goods or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- ³ It is the responsibility of the person noted in the "Routing for Departmental Review" 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 Contract" sections to so note the complete routing and review certifications before signing the contract. Contracts not signed with the appropriate authority are deemed null and void under System Policy 25.07.
- ⁴ Questions regarding contract administration should be directed to the Office of the Vice President for Finance & Administration.

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2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • President
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • Dean, Enrollment Management • Provost/Vice President for Academic Affairs • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • President
4. ATHLETIC AGREEMENTS			
4.1 Athletic Events (<i>Scheduled NCAA sanctioned sporting events</i>)	<ul style="list-style-type: none"> • Athletic Director • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Athletic Director (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President

General Delegations:

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4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> Athletic Director Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Athletic Director (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> President
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> Athletic Director Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Athletic Director (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> President
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> Athletic Director Director of Purchasing, Central Services, and HUB Program 	<ul style="list-style-type: none"> Director of Purchasing, Central Services, and HUB Program 	<ul style="list-style-type: none"> Director of Purchasing, Central Services, and HUB Program
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> Athletic Director Director of Purchasing, Central Services, and HUB Program 	<ul style="list-style-type: none"> Director of Purchasing, Central Services, and HUB Program 	<ul style="list-style-type: none"> Director of Purchasing, Central Services, and HUB Program
4.5 Athletic Facility Rental Agreements (Limited use of Tarleton property by outside entities. These will not exceed \$100,000.)	<ul style="list-style-type: none"> Athletic Director Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Athletic Director (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> Vice President for Finance & Administration

General Delegations:

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5. CONSULTANT AGREEMENTS			
5.1 Statutory Consultant Agreements – Use of private consultants (<i>not an employee</i>) governed by Texas Government Code, Chapter 2254, Subchapter B. Contracts over \$25,000 must receive an approval from the CEO (<i>state or local funds</i>). Agreements for outside counsel must comply with Section 13 below.	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President
6. DONOR AGREEMENTS			
6.1 Personal Property with Restrictions (<i>including indemnification</i>) on Acceptance (<i>including Personal Property, Cash or Cash Equivalents</i>)	<ul style="list-style-type: none"> • Department Head • Dean • Vice President or TIAER Executive Director (as applicable) • Vice President for Institutional Advancement • Assistant Vice President for Finance & Administration • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Institutional Advancement (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President

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6.2 Real Property <i>(including all bequests)</i> All decisions involving accepting donations of real property must be coordinated through the System Real Estate Office pursuant to System Policy 41.01.	<ul style="list-style-type: none"> • Department Head • Dean • Vice President or TIAER Executive Director (as applicable) • Vice President for Institutional Advancement • Assistant Vice President for Finance & Administration • Vice President for Finance & Administration • President 	<ul style="list-style-type: none"> • Chancellor • Board of Regents 	<ul style="list-style-type: none"> • Chancellor • Board of Regents
7. FACULTY EMPLOYMENT AGREEMENTS			
7.1 Offer Letters <i>(Conditional letters of appointment to faculty)</i>			
7.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<ul style="list-style-type: none"> • Department Head • Dean • Administrative Review Committee • Provost/Vice President for Academic Affairs • President 	<ul style="list-style-type: none"> • Chancellor • Board of Regents 	<ul style="list-style-type: none"> • Chancellor • Board of Regents

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7.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (<i>Rank of Associate Professor and Assistant Professor</i>)	<ul style="list-style-type: none"> • Department Head • Dean • Administrative Review Committee 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • President
7.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (<i>e.g. Visiting Faculty Titles & Lecturer Titles</i>)	<ul style="list-style-type: none"> • Department Head • Dean 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs
7.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean, Academic Department Head, Interim, Acting, etc.	<ul style="list-style-type: none"> • Department Head • Dean • Director, Human Resources • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs

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7.1.5 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Department Head • Dean • Director of Budgets & Payroll • Vice President for Finance & Administration (excluding class overloads) 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs
7.1.6 Continuing Education (instructional activity in support of continuing education resulting in additional [above budgeted salary] compensation)	<ul style="list-style-type: none"> • Department Head • Dean • Director, Human Resources • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs
7.1.7 Other Instructional Agreements – Temporary Hires (part-time faculty, adjunct faculty)	<ul style="list-style-type: none"> • Department Head • Dean • Director, Human Resources • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs
7.1.8 Off-Campus Instruction	<ul style="list-style-type: none"> • Department Head • Dean • Director, Human Resources • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs

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7.1.9 Graduate Assistants (initial employment agreement for graduate student assistants)	<ul style="list-style-type: none"> • Department Head • Dean • Graduate Dean • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Provost/Vice President for Academic Affairs
7.2 Non-Faculty Employment Agreements			
7.2.1 Approval of Appointment Offers – Non-Classified Administrative Staff	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Director, Human Resources • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Vice President, TIAER Executive Director, or President (as applicable) 	<ul style="list-style-type: none"> • Vice President, TIAER Executive Director, or President (as applicable)
7.2.2 Approval of Appointment Offers – Classified Support Staff	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Director, Human Resources • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Vice President, TIAER Executive Director, or President (as applicable) 	<ul style="list-style-type: none"> • Vice President, TIAER Executive Director, or President (as applicable)
7.2.3 Approval of Appointment Offers – Staff in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Director, Human Resources • Director of Budgets & Payroll 	<ul style="list-style-type: none"> • Vice President, TIAER Executive Director, or President (as applicable) 	<ul style="list-style-type: none"> • Vice President, TIAER Executive Director, or President (as applicable)

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8. FEDERAL/STATE/LOCAL/PRIVATE GRANT PARTICIPATION AGREEMENTS			
8.1 Grants	<ul style="list-style-type: none"> • Principal Investigator • Department Head • Dean/Appropriate Administrator • Associate Vice President for Sponsored Projects • Contracts & Grants Accountant • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President
8.2 Financial Aid	<ul style="list-style-type: none"> • Director, Financial Aid Office • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Enrollment and Information Management (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President

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- ² All contracts for goods or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- ³ It is the responsibility of the person noted in the “Routing for Departmental Review” 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 Contract” sections to so note the complete routing and review certifications before signing the contract. Contracts not signed with the appropriate authority are deemed null and void under System Policy 25.07.
- ⁴ Questions regarding contract administration should be directed to the Office of the Vice President for Finance & Administration.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
8.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> Principal Investigator Contracts & Grants Accountant Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Vice President or TIAER Executive Director (as applicable) (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> President
8.4 Funding Agreements (Non-Academic)	<ul style="list-style-type: none"> Department Head Contracts & Grants Accountant Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Vice President or TIAER Executive Director (as applicable) (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> President
9. FEDERAL & STATE REGULATORY AGREEMENTS			
9.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> Department Head 	<ul style="list-style-type: none"> Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Vice President for Finance & Administration
10. INTELLECTUAL PROPERTY			
10.1 Technology Transfer			

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
- In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts \$200,000 or less is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance & Administration or the Assistant Vice President for Finance & Administration is delegated the authority to execute the contract.

Notes:

- REQUIRED GENERAL COUNSEL REVIEW (Texas A&M University System Policy 25.07, Section 3): All contracts must be submitted to the Office of General Counsel (OGC) for review as to form and legal sufficiency, except as follows: (a) OGC review is not necessary for those contracts entered into pursuant to an unaltered contract form approved by the OGC within the preceding three years. (b) The chancellor may authorize system member chief executive officers (CEOs), or their designees, to enter into contracts that involve a stated or implied consideration of no more than \$50,000 without submitting those contracts to the OGC, provided that such contracts are reviewed by the system member in accordance with guidelines approved by the chancellor on recommendation of the OGC.
- All contracts for goods or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
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- Questions regarding contract administration should be directed to the Office of the Vice President for Finance & Administration.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
10.1.1 Patent License Agreement with Private Entities	<ul style="list-style-type: none"> • Inventor • Department Head • Dean/Appropriate Administrator • Assistant Vice President for Finance & Administration • Vice President or TIAER Executive Director (as applicable) • Vice President for Finance & Administration • President • TAMUS Office of Technology Commercialization • TAMUS Office of General Counsel 	<ul style="list-style-type: none"> • TAMUS Vice Chancellor for Federal Relations and Commercialization 	<ul style="list-style-type: none"> • TAMUS Vice Chancellor for Federal Relations and Commercialization

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
- In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts \$200,000 or less is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance & Administration or the Assistant Vice President for Finance & Administration is delegated the authority to execute the contract.

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
10.1.2 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • TAMUS Technology Licensing Office • Inventor/Author • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • President (copy to TAMUS Technology Licensing Office) 	<ul style="list-style-type: none"> • President (copy to TAMUS Technology Licensing Office)

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
- In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts \$200,000 or less is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance & Administration or the Assistant Vice President for Finance & Administration is delegated the authority to execute the contract.

Notes:

- ¹ REQUIRED GENERAL COUNSEL REVIEW (Texas A&M University System Policy 25.07, Section 3): All contracts must be submitted to the Office of General Counsel (OGC) for review as to form and legal sufficiency, except as follows: (a) OGC review is not necessary for those contracts entered into pursuant to an unaltered contract form approved by the OGC within the preceding three years. (b) The chancellor may authorize system member chief executive officers (CEOs), or their designees, to enter into contracts that involve a stated or implied consideration of no more than \$50,000 without submitting those contracts to the OGC, provided that such contracts are reviewed by the system member in accordance with guidelines approved by the chancellor on recommendation of the OGC.
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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
10.1.3 Software License	<ul style="list-style-type: none"> • TAMUS Technology Licensing Office • Author • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration • Vice President for Finance & Administration • President 	<ul style="list-style-type: none"> • TAMUS Technology Licensing Office 	<ul style="list-style-type: none"> • TAMUS Technology Licensing Office
10.1.4 Material Transfer (Commercial)	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
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Notes:

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
10.1.5 Material Transfer (Non-Commercial)	<ul style="list-style-type: none"> Department Head Dean/Appropriate Administrator Vice President or TIAER Executive Director (as applicable) 	<ul style="list-style-type: none"> Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Vice President for Finance & Administration
10.2 Collegiate Licensing	<ul style="list-style-type: none"> Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Vice President for Finance & Administration
10.3 Nondisclosure/Confidentiality Agreements committing Tarleton or individuals other than the individual signing (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt)	<ul style="list-style-type: none"> Department Head 	<ul style="list-style-type: none"> Dean 	<ul style="list-style-type: none"> Dean
11. INTERAGENCY/ INTRASYSTEM/ INTERLOCAL AGREEMENTS (<i>Commitment for the use/acquisition of resources from/to other State Agencies, System members, Local Governments</i>)	<ul style="list-style-type: none"> Department Head Dean/Appropriate Administrator Vice President or TIAER Executive Director (as applicable) Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Vice President or TIAER Executive Director (as applicable) (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> President

General Delegations:

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
12. LEASE AGREEMENTS			
<i>(Tarleton State University as Lessor)</i>			
12.1 Equipment Lease/Purchase <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of Tarleton-owned equipment</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Director, Purchasing, Central Services, & HUB Program • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Director, Purchasing, Central Services, & HUB Program 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
12.2 Equipment Lease for Tarleton-Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of Tarleton-owned vehicle or other equipment</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
12.2.1 Rental Vehicles (Non-Tarleton Lessee)	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Director, Risk Management • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
12.2.2 Equipment	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Director, Risk Management • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

General Delegations:

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
12.3 Real Property Lease (over one month) <i>(Rental of Tarleton-owned facilities and/or land for a period). The System Real Estate Office shall review leases as required by System Regulation 41.05.03.</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Assistant Vice President for Finance & Administration • Vice President for Finance & Administration • TAMUS Real Estate Office 	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President
<i>(Tarleton State University as Lessee)</i>			
12.4 Equipment Lease/Purchase <i>(Rental of equipment for Tarleton use with fixed option to purchase within a specified period (five years or less))</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Assistant Vice President/Controller • Director, Purchasing, Central Services, & HUB Program • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

General Delegations:

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
12.5 Equipment Lease (Rental) <i>(Rental of equipment for Tarleton use for a specified period (five years or less))</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Assistant Vice President/Controller • Director, Purchasing, Central Services, & HUB Program • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
<p>12.6 Real Property Lease <i>(Rental of facilities and/or land for Tarleton use for a specified period (five years or less)). The System Real Estate Office shall review leases as required by System Regulation 41.05.03.</i></p> <p><i>System Regulation 41.05.03 approvals:</i></p> <ul style="list-style-type: none"> ○ 5 yrs or less/ \$200,000 or less – CEO ○ 5 yrs or less/\$200,000 to \$300,000 – Chancellor ○ More than 5 yrs or > \$300,000 - BOR <p><i>The HUB Director must be included in the development and authorization of procurement activities which may result in rental contracts of \$100,000 or more.</i></p>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President/Controller • Director, Purchasing, Central Services, & HUB Program • Assistant Vice President for Finance & Administration • Vice President for Finance & Administration • TAMUS Real Estate Office 	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
- In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts \$200,000 or less is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance & Administration or the Assistant Vice President for Finance & Administration is delegated the authority to execute the contract.

Notes:

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- ² All contracts for goods or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- ³ It is the responsibility of the person noted in the “Routing for Departmental Review” 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 Contract” sections to so note the complete routing and review certifications before signing the contract. Contracts not signed with the appropriate authority are deemed null and void under System Policy 25.07.
- ⁴ Questions regarding contract administration should be directed to the Office of the Vice President for Finance & Administration.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
12.7 Student Retreat Facility <i>Rental of facilities (camp grounds, recreational facility, residence, etc.) and/or land for Tarleton use for a specific student retreat</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President/Controller • Director, Purchasing, Central Services, & HUB Program • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
13. LEGAL			
13.1 Litigation (<i>See 13.1.1</i>) <i>(All settlements shall have concurrence of component CEO and TAMUS Office of General Counsel and where required, the approval of the State Attorney General)</i>	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) • Vice President for Finance & Administration • President • TAMUS Office of General Counsel 	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President

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13.1.1 Approval to Settle	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) • Vice President for Finance & Administration • President • TAMUS Office of General Counsel 	<ul style="list-style-type: none"> • TAMUS Office of General Counsel 	<ul style="list-style-type: none"> • Chancellor
13.2 Outside Legal Counsel <i>TAMUS Office of General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the system and its components.</i>	<ul style="list-style-type: none"> • Department Head • Dean/Director • Vice President or TIAER Executive Director (as applicable) • Vice President for Finance & Administration • President • TAMUS Office of General Counsel 	<ul style="list-style-type: none"> • TAMUS Office of General Counsel 	<ul style="list-style-type: none"> • TAMUS Office of General Counsel
14. MEMORANDA OF AGREEMENT/UNDERSTANDING			

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
14.1 Cooperative Agreements	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director(as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Dean/Appropriate Administrator) (up to \$50,000) • Vice President or TIAER Executive Director (as applicable) (greater than \$50,000) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
14.2 International Affairs <i>(Documents mutual obligations for international joint programs)</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President

General Delegations:

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14.3 Training Affiliation (<i>internships</i>) (<i>Documents mutual obligations to establish training [internship opportunities] for Tarleton State University students</i>)	<ul style="list-style-type: none"> • Department Head • Dean/Director • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Department Head (if pursuant to an approved contract form with sub-delegation approval from the Dean/Appropriate Administrator) • Dean/Appropriate Administrator (up to \$50,000) • Vice President or TIAER Executive Director (as applicable) (greater than \$50,000) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
14.4 Work Study Program Agreements	<ul style="list-style-type: none"> • Director of Student Financial Aid • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Enrollment and Information Management (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President

General Delegations:

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
14.5 General Memorandum of Agreement (Letter Agreement) <i>Documents programmatic commitments between Tarleton and non-TAMUS entities; contracts to perform educational and service activities consistent with the University's mission.</i>	<ul style="list-style-type: none"> • Department Head • Dean/Director • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Dean/Appropriate Administrator (up to \$50,000) • Vice President or TIAER Executive Director (as applicable) (greater than \$50,000) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
15 SERVICES AGREEMENTS (Tarleton acquiring services)			
15.1 Entertainment Events <i>Artistic entertainment performer agreements</i>	<ul style="list-style-type: none"> • Director of Student Activities • Department Head/Appropriate Administrator • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

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<p>15.2 Statutory Professional Services Cost of Services <i>(including travel and lodging)</i></p> <p><i>NOTE: Any Professional Services Agreement over \$12,000 has special State reporting requirements, with time limits. Business Services prepares and submits the information to the State.</i></p>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Assistant Vice President/Controller • Director, Purchasing, Central Services, & HUB Program • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Department Head (up to \$5,000) • Dean (up to \$10,000) • Vice President or TIAER Executive Director (as applicable) (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President
<p>15.3 Maintenance Agreements</p>			
<p>15.3.1 Equipment Maintenance Agreement (Purchased through an appropriate bid process) <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i></p>	<ul style="list-style-type: none"> • Account Manager 	<ul style="list-style-type: none"> • Director, Purchasing, Central Services, & HUB Program 	<ul style="list-style-type: none"> • Director, Purchasing, Central Services, & HUB Program <i>(No Dollar Limit)</i>

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15.3.2 Stand Alone Purchase through an appropriate bid process <i>Purchase of maintenance services independent from equipment purchase or vendor</i>	<ul style="list-style-type: none"> Account Manager 	<ul style="list-style-type: none"> Director, Purchasing, Central Services, & HUB Program 	<ul style="list-style-type: none"> Director, Purchasing, Central Services, & HUB Program (No Dollar Limit)
16 PURCHASE AGREEMENTS (<i>Tarleton acquiring goods and non-professional services</i>)			
16.1 Tarleton Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by Tarleton, which are processed through the appropriate bid process in accordance with A&M System policies and State requirements.</i>	<ul style="list-style-type: none"> Account Manager (up to \$5,000) Assistant Vice President/Controller (greater than \$5,000) 	<ul style="list-style-type: none"> Account Manager/Designee (up to \$5,000) Director, Purchasing, Central Services, & HUB Program (greater than \$5,000) 	<ul style="list-style-type: none"> Director, Purchasing, Central Services, & HUB Program (No Dollar Limit)
16.2 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement</i>			

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16.2.1 University Contract Providing University-Wide Coverage	<ul style="list-style-type: none"> • Account Manager • Executive Director, Information Technology Services • Assistant Vice President for Finance & Administration • Assistant Vice President/Controller 	<ul style="list-style-type: none"> • Director, Purchasing, Central Services & HUB Program 	<ul style="list-style-type: none"> • Director, Purchasing, Central Services, & HUB Program (<i>No Dollar Limit</i>)
16.2.2 Department Contract Limiting Application to Specific Department	<ul style="list-style-type: none"> • Account Manager • Executive Director, Information Technology Services • Assistant Vice President for Finance & Administration • Assistant Vice President/Controller 	<ul style="list-style-type: none"> • Director, Purchasing, Central Services & HUB Program 	<ul style="list-style-type: none"> • Director, Purchasing, Central Services, & HUB Program (<i>No Dollar Limit</i>)
16.3 Memberships (Purchase of Organizational Affiliations for individuals, groups, or the institution)	<ul style="list-style-type: none"> • Account Manager • Assistant Vice President/Controller 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable) 	<ul style="list-style-type: none"> • Vice President or TIAER Executive Director (as applicable)

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16.4 Library Acquisitions (Books, subscriptions, reference materials, database services, lease agreements for electronic library materials, memberships purchased for the express purpose of obtaining publications)	<ul style="list-style-type: none"> Librarian, Dick Smith Library 	<ul style="list-style-type: none"> Provost/Vice President for Academic Affairs (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> President
16.5 Commercial Licenses (Chick-Fil-A, etc.)	<ul style="list-style-type: none"> Account Manager 	<ul style="list-style-type: none"> Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> Vice President for Finance & Administration
17. SALES AGREEMENTS (<i>Tarleton providing goods or non-professional services</i>)	<ul style="list-style-type: none"> Department Head Vice President or TIAER Executive Director (as applicable) Vice President for Finance & Administration 	<ul style="list-style-type: none"> Department Head (up to \$5,000) Dean (up to \$10,000) Vice President or TIAER Executive Director (as applicable) (up to \$50,000) Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> President
18. SITE USE AGREEMENTS (<i>less than one month Real Estate License (see also 12.3)</i>)			

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- REQUIRED GENERAL COUNSEL REVIEW (Texas A&M University System Policy 25.07, Section 3): All contracts must be submitted to the Office of General Counsel (OGC) for review as to form and legal sufficiency, except as follows: (a) OGC review is not necessary for those contracts entered into pursuant to an unaltered contract form approved by the OGC within the preceding three years. (b) The chancellor may authorize system member chief executive officers (CEOs), or their designees, to enter into contracts that involve a stated or implied consideration of no more than \$50,000 without submitting those contracts to the OGC, provided that such contracts are reviewed by the system member in accordance with guidelines approved by the chancellor on recommendation of the OGC.
- All contracts for goods or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- It is the responsibility of the person noted in the "Routing for Departmental Review" 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 Contract" sections to so note the complete routing and review certifications before signing the contract. Contracts not signed with the appropriate authority are deemed null and void under System Policy 25.07.
- Questions regarding contract administration should be directed to the Office of the Vice President for Finance & Administration.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
18.1 Solicitations Agreements <i>Student organization sponsored vendor space and facilities limited use agreements</i>	<ul style="list-style-type: none"> • Student Activities Director • Facility Manager • Associate Vice President for Student Life/Dean of Students • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
18.2 Limited Duration Right to Use Site (Third Party)	<ul style="list-style-type: none"> • Facility Manager • Department Head • Vice President or TIAER Executive Director (as applicable) • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Facility Manager/Department Head (up to \$5,000) • Dean (up to \$10,000) • Vice President or TIAER Executive Director (as applicable) (up to \$50,000) • Vice President for Finance & Administration (greater than \$50,000) 	<ul style="list-style-type: none"> • President
19. MINOR CONSTRUCTION PROJECTS			

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
- In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts \$200,000 or less is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance & Administration or the Assistant Vice President for Finance & Administration is delegated the authority to execute the contract.

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
19.1 Rehabilitation Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> • Associate Vice President for Physical Facilities • HUB Coordinator (if \$100,000 or more) • Assistant Vice President for Finance & Administration • TAMUS Facilities Planning & Construction (if needed) • TAMUS Office of General Counsel (if needed) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
19.2 New Construction (Less than \$4,000,000)	<ul style="list-style-type: none"> • Associate Vice President for Physical Facilities • HUB Coordinator (if \$100,000 or more) • Assistant Vice President for Finance & Administration • TAMUS Facilities Planning & Construction (if needed) • TAMUS Office of General Counsel (if needed) 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

General Delegations:

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TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (LESS THAN \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 TO \$200,000)
19.3 Employment of Architect/Engineer for Consultant/Engineering Professional Services (<i>in accordance with Section 14 of this document</i>)	<ul style="list-style-type: none"> • Associate Vice President for Physical Facilities • HUB Coordinator (if >\$100,000) • Assistant Vice President for Finance & Administration • TAMUS Facilities Planning & Construction (if requested) • TAMUS Office of General Counsel 	<ul style="list-style-type: none"> • Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration
20. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above</i>	<ul style="list-style-type: none"> • Department Head • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Assistant Vice President for Finance & Administration 	<ul style="list-style-type: none"> • Vice President for Finance & Administration

General Delegations:

- The Chancellor is delegated the authority to sign and approve contracts above \$200,000 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 Associate Vice Chancellor for Budgets and Accounting and the Associate Vice Chancellor and Treasurer to sign and approve these contracts.
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