

**TARLETON STATE UNIVERSITY
President's Delegation of Authority for Contract
Administration Fiscal Year 2020**

General Delegations:

The Chancellor has delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice Chancellor for Business Affairs or Executive Director, Budgets and Accounting is delegated the authority to execute the contract. Other exceptions to this delegation are stated in System Policy 25.07, §3.

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

Legend:

Asst.	Assistant	SOBA	System Office of Budgets & Accounting
Assoc.	Associate		
ARC	Administrative Review Committee	SR	System Regulation
AVP	Assistant Vice President	SREO	System Real Estate Office, a function of OGC
AVC	Associate Vice Chancellor	SP	System Policy
		SRS	Texas A&M Sponsored Research Services -
BOR	Board of Regents	SYCO	System Marketing & Communications
CAO	Chief Academic Officer	System	The Texas A&M University System
CEO	Chief Executive Officer	TTC	AVC, Texas A&M System Technology
CFO	Chief Financial Officer		Commercialization
CIO	Chief Information Officer	PI	Principal Investigator/Research
ED-FPC	Executive Director, Facilities, Planning & Construction	VCR	Vice Chancellor for Research
		PMO	Project Management Office
FPC	Facilities, Planning & Construction	RL&L	Residential Living & Learning

HUB	Historically Underutilized Businesses	VPEM	Vice President for Enrollment Management
OGC	Office of General Counsel	VPFA	Vice President for Finance & Administration
PD	Director, Procurement	VPIA	Vice President for Institutional Advancement
		VPIA/AD	Vice President for Intercollegiate Athletics/ Athletic Director
		VPSA	Vice President, Student 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 an unaltered contract form or template approved by OGC within the preceding three years;
 - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
 - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Questions regarding contract administration should be directed to the Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, Contract Administration.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	<ul style="list-style-type: none"> • AVP Marketing & Communications • Director of Business Services 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA • 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 • VP or TIAER Executive Director • Export Control 	<ul style="list-style-type: none"> • Provost • VPFA 	<ul style="list-style-type: none"> • Provost • VPFA
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • VP or TIAER Executive Director 	<ul style="list-style-type: none"> • VPFA 	<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"> • VPEM 	<ul style="list-style-type: none"> • Provost 	<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"> • VPIA/AD • VPSA 	<ul style="list-style-type: none"> • VPIA/AD • VPSA 	<ul style="list-style-type: none"> • VPSA • President
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • VPIA/AD • VPSA 	<ul style="list-style-type: none"> • VPIA/AD • VPSA 	<ul style="list-style-type: none"> • VPSA • President
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • VPIA/AD • VPIA • VPSA 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPSA • President

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4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • Department Head • Account Manager 	<ul style="list-style-type: none"> • VPIA/AD (<5K) • Director of Business Services 	<ul style="list-style-type: none"> • Associate VP for FA
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • Department Head 	Account Manager	<ul style="list-style-type: none"> • Director of Business Services
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	<ul style="list-style-type: none"> • VPSA • VPIA • ED-SL 	<ul style="list-style-type: none"> • VPIA/AD • VPSA 	<ul style="list-style-type: none"> • VPSA • President
5. COLLECTION AGENCY AGREEMENTS			
5.1 Collection of Accounts (See 5.1.1 below). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General. [LANGUAGE FROM CONTRACT TEMPLATE]			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	<ul style="list-style-type: none"> • Department Head • CFO • OGC 	<ul style="list-style-type: none"> • CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution. 	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> • Department Head • HUB Coordinator (if greater than \$100,000) • VPFA • TAMUS FPC (if needed) 	<ul style="list-style-type: none"> • VPFA • President 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • Department Head • HUB Coordinator • VPFA • TAMUS FPC (if needed) • OGC (if needed) 	<ul style="list-style-type: none"> • VPFA • President 	

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6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • Department Head • HUB Coordinator (if greater than \$100,000) • VPFA • TAMUS FPC (if needed) 	<ul style="list-style-type: none"> • VPFA • President 	
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 • Dean • VP • VPIA • VPFA 	<ul style="list-style-type: none"> • VPIA 	<ul style="list-style-type: none"> • VPFA • President
8.2 Real Property <i>(including all bequests)</i> <i>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.
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"> • Department Head • Dean • Provost • President 	<ul style="list-style-type: none"> • Chancellor (requires BOR approval) 	<ul style="list-style-type: none"> • Chancellor (requires BOR approval)

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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"> • Department Head • Dean • ARC • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
9.1.3 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 • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)

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9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Department Head • Dean • Provost • VPFA • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost 	<ul style="list-style-type: none"> • AVP Curriculum Assessment and Faculty Affairs 	<ul style="list-style-type: none"> • President
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost 	<ul style="list-style-type: none"> • AVP Academic Administration 	<ul style="list-style-type: none"> • President
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • Department Head • Dean • Dir. of Employee Services • Provost 	<ul style="list-style-type: none"> • AVP for Curriculum Assessment and Faculty Affairs 	<ul style="list-style-type: none"> • President
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • Department Head • Dean/Other Administrator 	<ul style="list-style-type: none"> • Graduate Dean 	<ul style="list-style-type: none"> • President
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"> • Department Head • Dean • Dir. of Employee Services • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)

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9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Dir. of Employee Services • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP • President 	<ul style="list-style-type: none"> • President
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • Dir. of Employee Services • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP • President 	<ul style="list-style-type: none"> • President
10. EMPLOYEE BENEFITS CONTRACTS – Risk Management			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • Risk Manager • Director, Risk Management OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • VPFA • President
11. EQUIPMENT LEASE AGREEMENTS			
<i>Tarleton 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 Tarleton State University-owned equipment.</i>	<ul style="list-style-type: none"> • Department Head • Director of Business Services • Appropriate VP • VPFA 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
11.2 Equipment Lease for <i>Tarleton State University -Related Activities Non-employee (student, conference, etc.) rental for a specified period of Tarleton State University -owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • Department Head • Director of Business Services • Appropriate VP • VPFA 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
11.2.1 Rental Vehicles <i>(Non- Tarleton Lessee)</i>	<ul style="list-style-type: none"> • Department Head • Director, Risk Management • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
11.2.2 Equipment	<ul style="list-style-type: none"> • Department Head • Director, Risk Management • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA

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<i>Tarleton as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for Tarleton State University use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Department Head • Director of Business Services • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services • VPFA 	<ul style="list-style-type: none"> • VPFA
11.4 Equipment Lease (Rental) <i>Rental of equipment for Tarleton State University use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Department Head • Director of Business Services • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant Agreements)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant Agreements)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			

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14.1 Grants (sponsored projects) (See Section 24.1)	<ul style="list-style-type: none"> • PI • Department Head • Dean/Appropriate Administrator • AVP for Sponsored Projects • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • Executive Director, Sponsored Research 	<ul style="list-style-type: none"> • VPFA • President
14.2 Student Financial Aid	<ul style="list-style-type: none"> • Executive Director, Financial Aid 	<ul style="list-style-type: none"> • VPEM 	<ul style="list-style-type: none"> • VPFA • President
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> • PI • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • Executive Director, Sponsored Research • VPFA 	<ul style="list-style-type: none"> • VPFA • President
14.4 Funding Agreements (Non-Academic)	<ul style="list-style-type: none"> • Department Head • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • Director of Business Services • VPFA 	<ul style="list-style-type: none"> • VPFA • President
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"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA

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<p>NOTE: <u><i>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</i></u></p>			
15.5 Workers' Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
15.6 Administrative Contracts	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
<p>16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)</p>			
<p>16.1 Technology Transfer</p>			
<ul style="list-style-type: none"> ○ 16.1.1 Patent License Agreement ○ (Technology Transfer) 	<ul style="list-style-type: none"> • Inventor • Department Head • Dean • Appropriate VP • President • OGC • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.1.2 Non-Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> • Department Head • Dean • VP • President • OGC • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.1.3 Trademark License	<ul style="list-style-type: none"> • Department Head • AVP Marketing & Communications • VPIA • OGC > \$100,000 	<ul style="list-style-type: none"> • VPFA • President 	<ul style="list-style-type: none"> • VPFA • President
16.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • Inventor/Author • Department Head • Dean • VP 	<ul style="list-style-type: none"> • President with copy to TAMUS Technology Licensing Office 	<ul style="list-style-type: none"> • President with copy to TAMUS Technology Licensing Office

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	<ul style="list-style-type: none"> • President • System Technology Office 		
16.1.5 Software License	See Section 22.3 herein.	See Section 22.3 herein.	See Section 22.3 herein.
16.1.6 Material Transfer (<i>Commercial</i>)	<ul style="list-style-type: none"> • Department Head • Dean • VP 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA
16.1.7 Material Transfer (<i>Non-Commercial</i>)	<ul style="list-style-type: none"> • Department Head • Dean • VP 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA
16.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • Inventor/Author • Department Head • Dean • VP • President • System Technology Office 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • AVP, Marketing & Communication • VPIA 	<ul style="list-style-type: none"> • AVP, Marketing & Communication • VPIA 	<ul style="list-style-type: none"> • AVP, Marketing & Communication • VPIA
16.4 Nondisclosure/Confidentiality Agreements <i>Committing Tarleton State University or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • Dean
16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • President
16.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA

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16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • VPFA • VP or TIAER Executive Director 	<ul style="list-style-type: none"> • Provost • VPFA • VPIA 	<ul style="list-style-type: none"> • VPFA • President
16.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • Primary Investigator • Department Head 	<ul style="list-style-type: none"> • Executive Director, Sponsored Research • VPFA 	<ul style="list-style-type: none"> • VPFA • President
16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • President
16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
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 • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • President
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 • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • President

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)
18. INTRA-SYSTEM AGREEMENT			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • President
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (<i>See 19.1.1 below</i>) All settlements shall have concurrence of the Tarleton State University CEO and General Counsel and where required, the approval of the State Attorney General.			
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"> • President • OGC • Chancellor • BOR 	<ul style="list-style-type: none"> • OGC • Chancellor 	<ul style="list-style-type: none"> • Chancellor • 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"> • Appropriate VP • VPFA • President • OGC 	<ul style="list-style-type: none"> • OGC 	<ul style="list-style-type: none"> • OGC
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between Tarleton State University and non-Tarleton State University entities; contracts to perform educational and service activities consistent with the Tarleton State University mission.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate Dean 	<ul style="list-style-type: none"> • Appropriate Dean 	<ul style="list-style-type: none"> • Appropriate Dean
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate Dean • Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost • President
20.4 International Study Abroad Program	<ul style="list-style-type: none"> • Department Head • Appropriate Dean 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President

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)
20.5 Training Affiliation (<i>internships</i>) Documents mutual obligations to establish training [internship opportunities] for Tarleton State University students.	<ul style="list-style-type: none"> • Provost • Department Head • Appropriate Dean • Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost • President
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • Executive Director, Financial Aid • VPEM 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) Documents commitments between Tarleton State University and non-Tarleton State University entities that are non-academic in nature.	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA
22. PURCHASE AGREEMENTS (Tarleton acquiring goods and non-professional services)			
22.1 Tarleton State University Purchase Orders Purchase of goods from outside vendor using standard form promulgated by Tarleton State University which are processed through the appropriate bid process in accordance with TAMUS, Tarleton State University policies and State requirements.	<ul style="list-style-type: none"> • Department Head • Account Manager 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • Director of Business Services (<250K) • VPFA (>250K)
22.2 Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.	<ul style="list-style-type: none"> • Department Head • Account Manager 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • Director of Business Services (<250K) • VPFA (>250K)
22.3 Software License Agreements Contract for site use of computer software using vendor supplied document or agreement.			
22.3.1 Department	<ul style="list-style-type: none"> • Department Head • PMO 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • Director of Business Services (<250K)

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>Contract limiting application to specific Department.</i>			<ul style="list-style-type: none"> • VPFA (>250K)
22.3.2 System Offices <i>Contract providing System Office computing application.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA • President
22.4.1 Professional/Service Associations <i>Purchase by Tarleton State University 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 • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA • President
22.4.2 Social/Individual <i>Purchase by Tarleton State University on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Director of IT • Appropriate VP 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
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"> • Librarian 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • VPFA • President
22.6 Library Subcontracts <i>Tarleton State University library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Librarian 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • VPFA • President
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Account Manager 	<ul style="list-style-type: none"> • Dir. of Business Services 	<ul style="list-style-type: none"> • VPFA

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"> • Department Head • Appropriate VP 		
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Account Manager • Department Head 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • Department Head • Director of Business Services • Appropriate VP 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA
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"> • President • VPFA • SREO • OGC 	<ul style="list-style-type: none"> • COR approval required if consideration is over \$1,000,000 • Chancellor or System VPFA approves and executed 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"> • President • VPFA • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor, System VPFA or General Counsel executed 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"> • Department Head • Dean • Appropriate VP • VPIA • VPFA 	<ul style="list-style-type: none"> • VPFA • VPIA • President 	
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"> • President • VPFA • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or System VPFA executes after BOR approval 	

¹ Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.

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<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"> ● VPIA (if gift associated) 		
23.5 Lease of Real Property			
<p>23.5.1 TO 3rd Parties</p> <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"> ● Department Head ● VPFA ● SREO 	<ul style="list-style-type: none"> ● VPFA ● President 	
<p>23.5.2 FROM 3rd Parties</p> <p><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></p> <p><i>See SR 41.01.01, §4 and SR 41.01.01, §6</i></p> <ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ● Department Head ● Dean/Appropriate Administrator ● Appropriate VP ● Director of Business Services ● VPFA ● SREO 	<ul style="list-style-type: none"> ● VPFA ● President 	
<p>23.5.3 Student Retreat Facility</p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for Tarleton State University use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> ● Department Head ● Appropriate VP 	<ul style="list-style-type: none"> ● VPSA ● VPFA 	
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"> • NA 	<ul style="list-style-type: none"> • NA 	
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"> • NA 	<ul style="list-style-type: none"> • NA 	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	
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"> • Housing Staff • Director of RL&L • Director of Risk Management • AVP for Student Life • VP for Student Life • SREO 	<ul style="list-style-type: none"> • VPFA • President 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • Housing Staff • Director of RL&L • Director of Risk Management • AVP for Student Life • VPSA • SREO 	<ul style="list-style-type: none"> • VPFA • VPSA • President 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • Residential Living & Learning • Director of Risk Management • AVP for Student Life • VPSA • SREO 	<ul style="list-style-type: none"> • VPFA • VPSA • President 	
23.7.4 Mail Box	<ul style="list-style-type: none"> • Mail Services Manager 	<ul style="list-style-type: none"> • Director of Business Services 	

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<i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • Director of RL&L • ED-SL 	<ul style="list-style-type: none"> • VPFA • VPSA 	
23.8 Other Grants of Rights in Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • Department Head • Appropriate VP • Director of Risk Management • OGC (per SP41.01.01 does not need SREO review or approval) 	<ul style="list-style-type: none"> • VPFA • President 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • VPFA • Director of Risk Management • President • OGC • SREO 	<ul style="list-style-type: none"> • VPFA • President 	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • Director of Risk Management • VPFA • President • OGC (per SP41.01.01 does not need SREO review or approval) 	<ul style="list-style-type: none"> • VPFA • President 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	

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)
23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • Director of Risk Management • VPFA • President • OGC • SREO 	<ul style="list-style-type: none"> • VPFA • President 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)	<ul style="list-style-type: none"> • Director of Risk Management • Director of Business Services 	<ul style="list-style-type: none"> • Director of Business Services 	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	
24. RESEARCH AGREEMENTS			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). Includes grants, contracts, and cooperative agreements	<ul style="list-style-type: none"> • PI • Department Head • Dean/Appropriate Administrator • AVP for Sponsored Projects • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA • President
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	<ul style="list-style-type: none"> • PI • Department Head • Dean/Appropriate Administrator • AVP for Sponsored Projects • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President

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)
subcontractor signing the agreement with a lower-tier subcontractor).			
24.3 Proposal Submissions	<ul style="list-style-type: none"> • PI • Department Head • Appropriate Dean or VP • Director, Office of Faculty Research • AVP for Research Grants & Sponsored Research • Grant Accountant • Director of Business Services • VPFA 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
24.4 Teaming Agreements	<ul style="list-style-type: none"> • Department Head • PI • Director, Office of Faculty Research • AVP for Research Grants & Sponsored Research 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
24.5 Non-disclosure Agreements	<ul style="list-style-type: none"> • Department Head • PI • Director, Office of Faculty Research • AVP for Research Grants & Sponsored Research 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> • Department Head • PI • Director, Office of Faculty Research • AVP for Research Grants & Sponsored Research 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • Department Head • PI 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President

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	<ul style="list-style-type: none"> • Director, Office of Faculty Research • AVP for Research Grants & Sponsored Research 		
24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> • Department Head • PI • Director, Office of Faculty Research • AVP for Research Grants & Sponsored Research • 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Department Head • Appropriate VP • VPFA 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA • President
26. SALES AGREEMENTS (Tarleton providing goods or services)			
26.1 Consultant/Professional Service Agreements <i>Tarleton State University acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA • President
26.1.1 Analysis Testing	<ul style="list-style-type: none"> • Department Head • Appropriate VP/Administrator 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA • President
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 • Property Officer 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA

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27. SERVICES AGREEMENTS (<i>Tarleton acquiring services</i>)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Director, Academic Testing • AVP for Student Success 	<ul style="list-style-type: none"> • VP EM 	<ul style="list-style-type: none"> • VPFA • President
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP
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 • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Account Manager • Department Head 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Account Manager • Department Head 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
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 • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA

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)
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA • President
27.8 Student Medical Services	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA • President
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> • Department Head • Account Manager 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP
28.2 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPFA • President
29. UNCLASSIFIED AGREEMENTS			
<i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> • Department Head • Director of Business Services 	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • VPFA
30. Site Use Agreement			
Solicitation agreements – student organization sponsored vendor space and facilities limited use agreements	<ul style="list-style-type: none"> • Department Head • Executive Director, Student Engagement 	<ul style="list-style-type: none"> • VPSA 	<ul style="list-style-type: none"> • VPSA
31. Site Use Agreement			
Limited Duration Right to Use Site (Third Party)	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • VPFA • Appropriate VP 	<ul style="list-style-type: none"> • VPFA • President