

**TARLETON STATE UNIVERSITY
President’s Delegation of Authority for Contract Administration
Fiscal Year 2024**

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts. Furthermore, in accordance with System Policy 25.07, §6, CEOs have the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and may delegate such authority to designees.

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

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

Legend:

Asst.	Assistant	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
BOR	Board of Regents	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
CAO	Chief Academic Officer		
CEO	Chief Executive Officer		
CFO	Chief Financial Officer	SYCO	System Marketing & Communications
CIO	Chief Information Officer	System	The Texas A&M University System
EVPFA	Executive Vice President for Finance & Administration	TI	Texas A& M Innovation

HUB	Historically Underutilized Businesses	VCBA	Vice Chancellor for Business Affairs
OGC	Office of General Counsel	VCR	Vice Chancellor for Research
PI	Principal Investigator/Research	UH&RLE	University Housing & Residence Life Experience
PMO	Project Management Office	VPEM	Vice President for Enrollment Management
PROVOST/ EVPAA	Provost/Executive Vice President for Academic Affairs	VPGCFGI	Vice President for Global, Community, & First-Gen Initiatives
		VPEO	Vice President for External Operations
		VPIA	Vice President for Institutional Advancement
		VPIA/AD	Vice President for Intercollegiate Athletics/ Athletic Director
		VPSES	Vice President, Student Engagement & Success
		AVPCCP	Assistant Vice President of Compliance, Contracts, and Procurement
		AVPAAOA	Assistant Vice President for Academic Administration, Operations, and Accreditation
		AVPPC	Assistant Vice for President People and Culture
		VPRIED	Vice President of Research, Innovation, and Economic Development

Notes:

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
 - a. contracts and agreements entered into pursuant to a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;

- b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
 - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
 - 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
 - 5 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to Tarleton Contract Administration to ensure proper reporting is completed.
 - 6 Questions regarding contract administration should be directed to the Office of Procurement and Contract as outlined in Tarleton Rule 25.07.99.T1, Contract Administration.
 - 7 Tarleton does not recognize contracts signed by Tarleton employees or agents as binding on Tarleton unless the employee who signed the contract has duly delegated signature authority.
 - 8 Employees who sign contracts purporting to bind Tarleton without authority may be personally liable to the contractor and Tarleton, and may be subject to Tarleton disciplinary action, up to and including dismissal or discharge for cause.
 - 9 Contracts, including electronic agreements, signed without proper authority shall not be binding on Tarleton.
 - 10 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

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 & Communication 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA • President

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	<ul style="list-style-type: none"> • AVPCCP 		
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • AVPCCP • VPRIED or TIAER Director • Export Control 	<ul style="list-style-type: none"> • Provost • EVPFA 	<ul style="list-style-type: none"> • Provost • EVPFA
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • VPRIED or TIAER Director 	<ul style="list-style-type: none"> • EVPFA 	<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 * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • VPIA/AD • 	<ul style="list-style-type: none"> • VPIA/AD • 	<ul style="list-style-type: none"> • EVPFA • President
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • VPIA/AD • 	<ul style="list-style-type: none"> • VPIA/AD • 	<ul style="list-style-type: none"> • EVPFA • President
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • VPIA/AD • 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • VPIA/AD • President
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) • AVPCCP 	<ul style="list-style-type: none"> • Associate VP for FA
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • Department Head 	<ul style="list-style-type: none"> • Account Manager 	<ul style="list-style-type: none"> • AVPCCP
4.5 Athletic Facility Rental Agreements	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.

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<i>Limited use of System property by outside entities.</i>			
4.6 Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> • VPSES • VPIA • ED-SE 	<ul style="list-style-type: none"> • VPIA/AD • VPSES 	<ul style="list-style-type: none"> • EVPFA • President
5. COLLECTION AGENCY AGREEMENTS			
5.1 Collection of Accounts (<i>See 5.1.1 below</i>). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i>			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	<ul style="list-style-type: none"> • Department Head • 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) • AVP Campus Ops • EVPFA • Tarleton FPC (if needed) 	<ul style="list-style-type: none"> • EVPFA • 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 • AVP Campus Ops • EVPFA • Tarleton FPC (if needed) • OGC (if needed) 	<ul style="list-style-type: none"> • EVPFA • President 	
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 \$100,00) • AVP Campus Ops • EVPFA 	<ul style="list-style-type: none"> • EVPFA • President 	

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	<ul style="list-style-type: none"> Tarleton FPC (if needed) 		
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 EVPFA 	<ul style="list-style-type: none"> VPIA 	<ul style="list-style-type: none"> EVPFA President
8.2 Real Property <i>(including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.13 herein	See Section 16.3 herein.	See Section 16.3 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)
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 Provost (<\$250,000)

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9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles & Lecturer Titles)	<ul style="list-style-type: none"> • Department Head • Dean • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean	<ul style="list-style-type: none"> • Provost • AVP, People & Culture • 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 Academic Department Head, Interim Head, Acting Head	<ul style="list-style-type: none"> • Dean • AVP, People & Culture • 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 Director of an Academic Administrative Services Center or Institute	<ul style="list-style-type: none"> • Department Head • Dean • AVP, People & Culture • 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 Associate or Assistant Dean	<ul style="list-style-type: none"> • Dean • AVP, People & Culture • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Department Head, Departmental Division Head	<ul style="list-style-type: none"> • Department Head • Dean • AVP, People & Culture • 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 • EVPFA • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President

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9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • Department Head • Dean • AVP, People & Culture • 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 • AVP, People & Culture • Provost 	<ul style="list-style-type: none"> • AVP Curriculum Assessment and Faculty Affairs 	<ul style="list-style-type: none"> • President
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • Department Head • Dean • AVP, People & Culture • Provost 	<ul style="list-style-type: none"> • AVP 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 • AVP, People & Culture • Provost • President 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President • Provost (<\$250,000)
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • Department Head • Dean/Appropriate Administrator • AVP, People & Culture • 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 • AVP, People & Culture • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP • President 	<ul style="list-style-type: none"> • President
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			

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10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • Director, Risk Management • Director, Risk Management OGC >\$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • EVPFA • 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-owned equipment.</i>	<ul style="list-style-type: none"> • Department Head • AVPCCP • Appropriate VP • EVPFA 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
11.2 Equipment Lease for <i>TARLETON - Related Activities Non-employee (student, conference, etc.) rental for a specified period of TARLETON -owned equipment.</i>	<ul style="list-style-type: none"> • Department Head • AVPCCP • Appropriate VP • EVPFA 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
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"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
11.2.2 Equipment	<ul style="list-style-type: none"> • Department Head • Director, Risk Management • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
<i>TARLETON as Lessee</i>			
11.3 Equipment Lease with Purchase Option <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 • AVPCCP • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP • EVPFA 	<ul style="list-style-type: none"> • EVPFA
11.4 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 • AVPCCP • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
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"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA

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13. FINANCIAL CONTRACTS – Treasury Services			
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> • PI • Department Head • Dean/Appropriate Administrator • AVPRIED • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • VPRIED 	<ul style="list-style-type: none"> • EVPFA • 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"> • EVPFA • President
14.3 Funding Agreements (<i>Academic</i>)	<ul style="list-style-type: none"> • PI • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • VPRIED • EVPFA 	<ul style="list-style-type: none"> • EVPFA • President
14.4 Funding Agreements (<i>Non-Academic; Non-Sponsored Research</i>)	<ul style="list-style-type: none"> • Department Head • Contracts & Grant Accountant • VPRIED 	<ul style="list-style-type: none"> • AVPCCP • EVPFA 	<ul style="list-style-type: none"> • EVPFA • 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"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.3 Healthcare Purchasers Professional Liability Contract (Professional)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO

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/Fiduciary coverage for System Self-Insured Group Benefit Programs)			
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO • General Counsel
15.6 Administrative Contracts	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.2.1 Non-Patent License Agreement (<i>Technology Transfer</i>) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	

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that are not assigned to System for commercialization			
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • AVP Marketing and Media • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.7.1 Assignment of Intellectual Property to Third Party (<i>IP does not exist at time of Sponsored Research Agreement</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC 	<ul style="list-style-type: none"> • CEO approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR 	

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"> • VCR 		
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • CEO • OGC • TI • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.9 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TI • ECO 	<ul style="list-style-type: none"> • N/A 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TI 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then member CEO decides relative weighting of IP in license agreement 	
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> • CEO • TI • OGC 	<ul style="list-style-type: none"> • Member CEOs approve for their member • If CEOs cannot agree, then Chancellor or VCR decides sharing among members for the IP 	
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • CEO • TI • OGC 	<ul style="list-style-type: none"> • Member CEOs approve for their member • If CEOs cannot agree, then Chancellor or VCR decides relative weighting of IP in license agreement 	
16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant	<ul style="list-style-type: none"> • IP Creator • CEO • TI 	<ul style="list-style-type: none"> • TI controls prosecution and registrations • CEO approves expenses for member 	

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

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> • Member Commercialization Office (if Member sponsored creation of Entity) • CEO (If Member sponsored creation of Entity) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR • Chancellor 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • CEO • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO via OGC process • VCR (if patent) 	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • CEO • TI • OGC • SOBA • VCR • Chancellor 	<ul style="list-style-type: none"> • Chancellor or VCR 	
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • Member CEO • VCR (if patent) 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> • TI (if patent) • VCR (if patent) 		
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • CEO • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • Department Head • 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
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • President
18.2 RELLIS 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"> • EVPFA • President
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor	<ul style="list-style-type: none"> • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor (more than \$300K BOR)

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)
More than \$300,000 BOR	<ul style="list-style-type: none"> • OGC 		
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> • Department Head • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TARLETON and non-TARLETON entities; contracts to perform educational and service activities consistent with the TARLETON mission.</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"> • EVPFA
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 • AVPCCP • 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 Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TARLETON’S students.</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"> • President
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • Executive Director, Financial Aid • VPEM 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA • President
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			

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)
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TARLETON and non- TARLETON entities that are non-academic in nature.</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"> • EVPFA
22. PURCHASE AGREEMENTS (TARLETON acquiring goods and services not addressed in Section 27)			
22.1 TARLETON Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms promulgated by TARLETON, which are processed through the appropriate bid process in accordance with TARLETON policies and State requirements.</i>	<ul style="list-style-type: none"> • Department Head • Account Manager 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • AVPCCP (<250K) • EVPFA (>250K)
22.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> • Department Head • Account Manager 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • AVPCCP (<250K) • EVPFA (>250K)
22.3 Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Department Head • PMO 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • AVPCCP (<250K) • EVPFA (>250K)
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>			
22.4.1 Professional/Service Associations	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA • 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)
<i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>			
22.4.2 Social/Individual <i>Purchase by TARLETON 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"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA • 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"> • AVP AAOA 	<ul style="list-style-type: none"> • EVPFA • President
22.6 Library Subcontracts <i>TARLETON library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Librarian 	<ul style="list-style-type: none"> • AVP AAOA 	<ul style="list-style-type: none"> • EVPFA • President
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Account Manager • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Account Manager • Department Head • Dir. Facilities Management 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
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 • AVPCCP • Appropriate VP 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> • Department Head • AVPCCP • Appropriate VP 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA

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. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • BOR approval required if consideration is over \$1,000,000 • Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less 	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC • Chancellor or S-CFO 	<ul style="list-style-type: none"> • Chancellor, S-CFO or General Counsel executes all documents (after BOR approval) 	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i>	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC • SOBA 	<ul style="list-style-type: none"> • CEO can accept after approval of OGC and SOBA • S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices 	
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> ○ <i>SREO oversees all activities required to dispose of or exchange real property.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i>	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval, if necessary 	
23.5 Lease of Real Property			
23.5.1 TO 3 rd Parties ○ <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</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC • Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> • CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	

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

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>approved by the BOR as required by SP 41.01, §4.1</i>			
23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TARLETON use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO, Chancellor or S-CFO depending on term, amount and property assignment. SP 41.01 and SR 41.01.01 approvals: <ul style="list-style-type: none"> • 5 yrs. or less/\$500,000 or less – CEO or S-CFO • 10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO • More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TARLETON use for a specific student retreat.</i>	<ul style="list-style-type: none"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction 	
23.6.2 System as Grantee (easement across 3 rd party’s property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction • Chancellor or S-CFO (if BOR approval required) 	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval 	
23.7 Housing Agreements			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	

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)
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • CEO 	
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements;	<ul style="list-style-type: none"> • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV or Managing Counsel, Property & Construction 	

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)
Assignment Consents; Affidavits; and related documents)			
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • S-CFO or VCBA 	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • N/A • 	<ul style="list-style-type: none"> • N/A 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> • PI • Department Head • Dean/Appropriate Administrator • Assoc. Dean of Research & Sponsored Projects • Contracts & Grant Accountant 	<ul style="list-style-type: none"> • Appropriate VP • EVPFA • 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 subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> • PI • Department Head • Dean/Appropriate Administrator • Assoc. Dean of Research & Sponsored Projects • Contracts & Grant Accountant • VPRIED 	<ul style="list-style-type: none"> • EVPFA • President • 	
24.3 Proposal Submissions	<ul style="list-style-type: none"> • PI • Department Head • Appropriate Dean or VP • Assoc. Dean of Research & Sponsored Research • Grant Accountant • Director of Business Services • VPRIED • EVPFA 	<ul style="list-style-type: none"> • EVPFA • President 	
24.4 Teaming Agreements	<ul style="list-style-type: none"> • PI • Department Head • Dean • VPRIED 	<ul style="list-style-type: none"> • EVPFA • 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)
24.5 Non-disclosure/Confidentiality Agreements	<ul style="list-style-type: none"> • PI • Dean • Department Head • VPRIED 	<ul style="list-style-type: none"> • EVPFA • President 	
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> • PI • IBC Research Compliance • Director, Risk Management • Department Head • Dean • VPRIED 	<ul style="list-style-type: none"> • EVPFA • President 	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • PI • Department Head • Dean • VPRIED 	<ul style="list-style-type: none"> • EVPFA • President • 	
24.9 Misc. Research Agreements and agreements ancillary to research agreements. <i>Includes Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; etc.</i>	<ul style="list-style-type: none"> • PI • Department Head • Dean • VPRIED 	<ul style="list-style-type: none"> • EVPFA • President • 	
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP/Administrator 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA • President
26. SALES AGREEMENTS (TARLETON providing goods or services)			
26.1 Consultant/Professional Service Agreements (non-statutory) <i>TARLETON acting as consultant or performing professional service (including testing services).</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"> • EVPFA • 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)
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA 	<ul style="list-style-type: none"> • EVPFA • President •
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP/Administrator 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • EVPFA • 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"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
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"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> • Department Head • Property Officer 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
27. SERVICES AGREEMENTS (TARLETON acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Director, Tutoring and Learning Center 	<ul style="list-style-type: none"> • AVP for Curriculum Assessment & Faculty Affairs 	<ul style="list-style-type: none"> • EVPFA • President
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</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"> • EVPFA
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 • Dean • Appropriate VP 	<ul style="list-style-type: none"> • Appropriate VP 	<ul style="list-style-type: none"> • EVPFA
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment	<ul style="list-style-type: none"> • Account Manager • Department Head 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA

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)
Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Dir. Facilities Management 		
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 • Dir. Facilities Management 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
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"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
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"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA • President
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Department Head • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA • President
27.8 Student Medical Services	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA • President
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Department Head • Dean • Appropriate VP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA • President
28. SPECIAL EVENTS			

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)
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"> • EVPFA
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"> • EVPFA • President
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	<ul style="list-style-type: none"> • Department Head • AVPCCP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA
30. UNCLASSIFIED AGREEMENTS			
30.1 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as “Not Applicable”.</i>	<ul style="list-style-type: none"> • Department Head • AVPCCP 	<ul style="list-style-type: none"> • AVPCCP 	<ul style="list-style-type: none"> • EVPFA