

25.07.99.M2 President's Delegation of Authority for Contract Administration

Approved April 5, 1996

Revised April 24, 1996, June 30, 1996, September 3, 1996, March 4, 1997, August 9, 1999, November 29, 2000 and February 15, 2002

See [University Rule 25.07.99.M1](#)

Types of Agreements

Note:

¹ *Contracts which involve stated or implied consideration within state limits and primary terms of five years or less.*

² *Questions regarding routing should be directed to the Office of Contract Administration.*

³ *In the absence of any Vice President, the Senior Vice President and Chief Financial Officer has been delegated authority to execute contracts on their behalf.*

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Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
1. <u>Affiliation Agreements</u>			
1.1 Agreements with Foreign Governmental Bodies	Department Head Dean University Contracts Officer	EVPP	EVPP
2. <u>Affiliation Service Agreements</u>			
2.1 Private Companies & Foundations	Department Head Dean University Contracts Officer	SVPCFO	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
3. <u>Athletic Agreements</u>			
3.1 Athletic Events <i>Schedule NCAA sanctioned sporting events</i>	Athletic Director University Contracts Officer	Athletic Director (\$5,000 or less) Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
3.2 Athletic Event Sponsorship	Athletic Director University Contracts Officer <i>The Vice President for Facilities must authorize the advertisement or promotion of alcoholic beverages in association with University events, broadcasts or publications</i>	Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
3.3 Recreational Sports Event Sponsorship	Director, Rec. Sports Associate VPSA University Contracts Officer <i>The Vice President for Facilities must authorize the advertisement or promotion of alcoholic beverages in association with University events, broadcasts or publications</i>	Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
4. <u>Construction Contracts (See UR 51.04.01.M1)</u>			

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
4.1 Physical Plant Construction Projects <i>New construction, renovation and rehabilitation using funds available to the University, including System funds previously appropriated by the Chancellor</i>	Physical Plant Contracts Administrator Associate Director for Facilities AVP, Physical Plant	\$250,000 or less AVP, Physical Plant	More than \$250,000 to \$500,000 ³ VPA
4.2 Architect/Engineer <i>Professional design services of physical plant construction projects</i>	Physical Plant Contracts Administrator Associate Director for Facilities AVP, Physical Plant	AVP, Physical Plant	More than \$250,000 to \$500,000 ³ VPA
5. <u>Statutory Consultant Agreements</u>			
5.1 Statutory Consultant Agreements <u>Paid from Local or State Funds</u> <i>Use of private consultants to study and advise (not as an employee) governed by Gov. Code, Chap. 2254, Subchapter b. Contracts over \$15,000 must receive an approval from the Governor's Office.</i>	Department Head Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (\$10,000 or less) University Contracts Officer (\$50,000 or less) Appropriate Vice President (more than \$50,000)	Appropriate Vice President
6. <u>Donor Agreements</u>			
6.1 Personal Property with Restrictions (Including Indemnification) on Acceptance <i>Gifts of personal property including cash or cash equivalents with donor restrictive covenants</i>	Department Head Dean University Contracts Officer Development Foundation	University Contracts Officer (Requires BOR acceptance)	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
6.2 Real Property	Department Head Dean Appropriate Vice President University Contracts Officer SVPCFO	President (Requires BOR approval through the System Real Estate Office)	President (Requires BOR approval through the System Real Estate Office)
7. <u>Faculty Employment Agreements</u>			
7.1 Offer Letters <i>Conditional letters of appointment to Faculty</i>			
7.1.1 Approval of Appointment Offers-Tenure Awarded with Appointment (Rank of Professor, Associate Professor)	Department Head Dean Dean of Faculties EVPP	Tenure Granted Upon Action of BOR	Tenure Granted Upon Action of BOR
7.1.2 Approval of Appointment Offers-Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)	Department Head Dean Dean of Faculties	Dean of Faculties	EVPP
7.1.3 Approval of Appointment Offers-Non-Tenure Track Appointments (all visiting titles, all lecturer titles)	Department Head Dean Dean of Faculties	Dean of Faculties	EVPP
7.1.4 Approval of Appointment Offers-Appointment and accompanying Salary Changes as Dean, Interim Dean, Acting Dean	Dean of Faculties	EVPP	EVPP
7.1.5 Approval of Appointment Offers – Appointment and accompanying Salary Changes as Academic Department Head, Interim Head, Acting Head	Dean Dean of Faculties	EVPP	EVPP

Type of Contract	Typical Routing for Departmental Review of Documents²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000³
7.1.6 Approval of Appointment Offers – Appointment and accompanying Salary Changes for faculty member appointed as Director of an Academic Administrative Services Center or Institute	Dean Dean of Faculties VP for Research	EVPP	EVPP
7.1.7 Approval of Appointment Academic Offers-Appointment and accompanying Salary Changes as Associate or Assistant Dean	Dean Dean of Faculties	EVPP	EVPP
7.1.8 Approval of Appointment Offers-Appointment and accompanying salary changes as Associate or Assistant Department Head, Departmental Division Head	Department Head Dean Dean of Faculties	EVPP	EVPP
7.1.9 Tenure -Track Faculty Appointments (Rank of Assistant Professor, Associate Professor)	Department Head Dean Dean of Faculties	EVPP	EVPP
7.2 Approval of Other Instructional Agreements			
7.2.1 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	If applicable, Home Department Head Dean of Home Department. Dean of Faculties	EVPP	EVPP
7.2.2 For approval of Faculty Appointment offers for continuing and extension education, See Section 2.B of the Human Resources DOA.			
7.2.3 Approval of Other Instructional Agreements <i>Temporary Appointments</i> – Staff Appointments in excess of 100% (For non-instructional agreements, See Section 3 of the Human Resources DOA.	Requesting Department Head Home Department Head Dean of the Requesting Department Dean of Faculties	Dean of Faculties	EVPP

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7.2.4 Approval of Other Instructional Agreements <i>Temporary Appointments – Off-Campus In-person Instruction</i> See TAMU Rule 11.99.99.M3: Distance Education Courses and Programs for other kinds of off-campus instruction)	Department Head Dean Dean of Faculties Registrar	EVPP	EVPP
7.3 Approval of Other Employment Agreements			
7.3.1 Approval of Other Employment Agreement Third Party Contracts <i>Intergovernmental Personnel Assignment Agreements and other contracted personnel service agreements</i>	Department Head Dean VP for Research if research employee University Contracts Officer Copy: Dean of Faculties and EVPP if TAMU Faculty	University Contracts Officer	SVPCFO
7.3.2 Approval of Non-faculty Salary Supplements <i>Approved for Appointment Offers-Tenure-Track Faculty</i> Appointments (Rank of Associate Professor, Assistant Professor, Instructor	Department Head Dean VP of Research if research employee University Contracts Officer Copy: Dean of Faculties and EVPP if TAMU Faculty	University Contracts Officer	SVPCFO
8. <u>Federal/State Program Participation Agreements</u>			
8.1 Funding Agreements (Non-Academic)	Department Head University Contracts Officer	University Contracts Officer	SVPCFO
8.2 Grants (Non-Academic)	Department Head University Contracts Officer	University Contracts Officer	SVPCFO
8.3.1 Student Business Services <i>Educational Service Agreements</i>	Student Business Services University Contracts Officer	University Contracts Officer	SVPCFO
8.3.2 Not Containing Other Commitments	Student Business Services University Contracts Officer	Manager, Student Business Services (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
9. <u>Federal & State Regulatory Agreements</u>			
9.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	Department Head University Contracts Officer	University Contracts Officer	SVPCFO
10. <u>Intellectual Property Agreements</u>			
10.1 Technology Transfer			
10.1.1 Invention/Software Copyright Disclosure	Technology Licensing Office Inventor/Author Department Head Dean VP for Research (Copy to Technology Licensing Office)	President	President
10.1.2 License Agreement (Patent)	Technology Licensing Office Inventor Department Head Dean VP for Research EVPP	President (Requires Chancellor's approval)	President (Requires Chancellor's approval)
10.1.3 Technology Transfer-Software License	Technology Licensing Office Author Department Head Dean VP for Research EVPP	President (Requires Chancellor's approval)	President (Requires Chancellor's approval)
10.1.4 Material Transfer Agreement (Non-Commercial)	Department Head Dean Office of Sponsored Programs University Contracts Officer	\$500,000 or less University Contracts Officer or Associate Vice President for Research	Over \$500,000 SVPCFO
10.1.5 Material Transfer Agreement (Commercial)	Technology Licensing Office Author Department Head Dean VP for Research EVPP	President	President

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
10.2 TAMU Collegiate Licensing	Office of Collegiate Licensing Director, Contract Administration University Contracts Officer	Director, Contract Administration (less than \$50,000) University Contracts Officer	SVPCFO
10.3 TAMU Press Author/Editor Agreements	Director of Press University Contracts Officer	Director, University Press (\$25,000 or less) University Contracts Officer (more than \$25,000)	SVPCFO
10.4 TAMU Press Publishing Agreements	Director of Press University Contracts Officer	Director, University Press (\$25,000 or less) University Contracts Officer (more than \$25,000)	SVPCFO
10.5 TAMU Press Distribution Agreements	Director of Press University Contracts Officer	Director, University Press (\$25,000 or less) University Contracts Officer (more than \$25,000)	SVPCFO
10.6 Nondisclosure/Confidentiality Agreements committing TAMU or individuals other than the individual signing [Non-disclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt]		Department Head	Department Head
11. <u>Inter-Agency Agreement</u>			
11.1 Inter-Local <i>Commitment for the use/acquisition (provision) of resources from (to) a Texas home rule city</i>	Department Head Dean Appropriate VP University Contracts Officer	Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
11.2 Non-Research <i>Commitment for the use/acquisition (provision) of resources from (to) another State agency</i>	Department Head Dean Appropriate VP University Contracts Officer	Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
12. <u>Intra-System Agreements</u>			

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
12.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members</i>	Department Head Dean Appropriate VP University Contracts Officer	Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
13. Lease Agreements (TAMU as Lessor)			
13.1 Equipment Lease/Purchase <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of University-owned equipment</i>	Department Head Dean University Contracts Officer	University Contracts Officer	SVPCFO
13.2 Equipment Lease for University Related Activities (TAMU as Lessor) <i>Non-employee (former faculty, research sponsor, etc..) rental for a specified period with fixed purchase option of University-owned vehicle or other equipment</i>			
13.2.1 Rental Vehicles	Department Head Director, Transportation Svcs University Contracts Officer	Director, Transportation Svcs (\$5,000 or less) University Contracts Officer (more than \$5,000)	SVPCFO
13.2.2 Equipment	Department Head Dean University Contracts Officer	University Contracts Officer	SVPCFO
13.3 Real Property Lease (over one month) <i>Rental of University-owned facility and/or land for a specified period (see also 18.5)</i>	VPF System Real Estate Office University Contracts Officer	University Contracts Officer	SVPCFO
(TAMU as Lessee)			
13.4 Equipment Lease/Purchase <i>Rental of equipment for TAMU use with fixed option to purchase for a specified period - Five years or less</i>	Department Head Director, Purchasing Services University Contracts Officer	Director, Purchasing Services	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
15.1 Co-Op Agreements <i>Student co-op affiliation agreements with sponsoring entities</i>	Department Head Dean University Contracts Officer *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Dean (\$50,000 or less) EVPP (more than \$50,000)	EVPP (no dollar limits)
15.2 General Memorandum of Agreement (Letter Agreement) <i>Documents programmatic commitments between TAMU and non-TAMUS entities; contracts to perform educational and service activities consistent with the University's mission.</i>	Department Head Dean University Contracts Officer *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Dean (\$50,000 or less) EVPP (more than \$50,000)	EVPP (no dollar limits)
15.3 International Affairs <i>Documents mutual obligations for international joint programs</i>	Department Head Dean EVPP *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Assistant Provost for International Programs	EVPP (no dollar limits)
15.4 International Affairs Supplement <i>Documents specific tasks, budgets and sources of funding for international joint programs</i>	Assistant Provost for International Programs University Contracts Officer *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Assistant Provost for International Programs (\$5,000 or less) EVPP (more than \$5,000)	EVPP (no dollar limits)
15.5 International Study Abroad Program	Assistant Provost for International Programs University Contracts Officer *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Assistant Provost for International Programs (\$5,000 or less) EVPP (more than \$5,000)	EVPP (no dollar limits)

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
15.6 Student Counseling Service Provision of Supervised Training for External Graduate Students	Director of Counseling-Training Associate VPSA University Contracts Officer *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Associate VPSA (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
15.7 Training Affiliation (Internships) <i>Documents mutual obligations to establish training(internship) opportunities for TAMU students</i>	Department Head Dean University Contracts Officer *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Dean (\$50,000 or less) EVPP (more than \$50,000)	EVPP (no dollar limits)
15.8 Work-Study Program Agreements <i>Document agreements between hiring employers and TAMU</i>	Student Financial Aid Associate VPSA University Contracts Officer *In cases involving graduate students, copy of MOA to Dean of Graduate Studies	Associate VPSA (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
16. <u>Memorandum of Agreement - Non-academic</u>			
16.1 Pledge of programmatic commitments non-academic in nature	Department Head University Contracts Officer	Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
17. <u>Purchase Agreements</u> (TAMU Acquires Goods or Services)			
17.1 Commercial Licenses (Chick-Fil-A, etc.)	Department Head University Contracts Officer	University Contracts Officer	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
17.2 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications.</i>			
17.2.1 Evans Library	Department Head Dean & Director, Evans Library University Contracts Officer	Dean & Director, Evans Library (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
17.2.2 Medical Sciences Library	Head/Director MSL University Contracts Officer	Director, MSL (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
17.3 Library Subcontracts <i>TAMU library subcontracts to provide off-campus library services</i>			
17.3.1 Evans Library	Department Head Dean & Director, Evans Library University Contracts Officer	Dean & Director, Evans Library (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
17.3.2 Medical Sciences Library	Head/Director MSL University Contracts Officer	Director, MSL (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
17.4 Memberships (Purchase of organizational affiliations for individuals, groups or the institution)			
17.4.1 Professional/Service Associations <i>Purchase by TAMU on behalf of an individual, group or the institution of a membership in a professional or service organization</i>	Department Head Appropriate Vice President University Contracts Officer	Department Head (\$5,000 or less) University Contracts Officer (more than \$5,000)	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
17.4.2 Social/Individual <i>Purchase by TAMU on behalf of an individual of a membership in a social organization</i>	Department Head Director/Dean University Contracts Officer	SVPCFO	SVPCFO
17.5 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement</i>			
17.5.1 Department <i>Contract limiting application to specific department</i>	Department Head Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (more than \$5,000)	SVPCFO
17.5.2 University <i>Contract providing University-wide computing application</i>	Department Head Dean Director CIS/APCIS Director, Purchasing Services University Contract Officer	Director, Purchasing Services	SVPCFO
17.6 TAMU Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by TAMU which are processed through the appropriate bid process in accordance with the General Services Commission requirements</i>			
17.6.1 Paid from State Funds	Department Head Director, Purchasing Services Dean University Contracts Officer	Department Head (\$5,000 or less) Director of Purchasing	Director, Purchasing Services (\$500,000 or less) SVPCFO (no dollar limit)
17.6.2 Paid from Local Funds	Department Head Director, Purchasing Services Dean University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (more than \$5,000)	Director, Purchasing Services (\$500,000 or less) SVPCFO (no dollar limit)

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
17.7 University Gas Procurement Spot Market Purchases <i>Institutional gas purchase program relying upon commodity spot market purchases</i>	Department Head VPF	VPF	VPF (no dollar limit)
17.8 Vendor Purchase Orders <i>Purchase of goods from outside vendor using vendor supplied document or negotiated agreement</i>			
17.8.1 <u>Paid from State Funds</u>	Department Head Director, Purchasing Services Dean University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (more than \$5,000)	Director, Purchasing Services (\$500,000 or less) SVPCFO (no dollar limit)
17.8.2 <u>Paid from Local Funds</u>	Department Head Director, Purchasing Services Dean University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (more than \$5,000)	Director, Purchasing Services (\$500,000 or less) SVPCFO (no dollar limit)
18. <u>Sales Agreements</u> (TAMU Provides Goods or Services or Transfers Property Rights)			
18.1 Commercial Media Promotional Agreements <i>Commercial media promotional or sponsor agreements</i>	Department Head Univ. Relations Exec. Dir. University Contracts Officer <i>The Vice President for Facilities must authorize the advertisement or promotion of alcoholic beverages in association with University events, broadcasts or publications</i> <u>(University Rule 34.03.01.M1)</u>	University Contracts Officer	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
18.2 Commercial Product/Promotion Availability Agreements - <i>Commercial Broadcasts</i> - <i>Commercial Concessions</i>	Department Head Director, Purchasing Services University Contracts Officer <i>The Vice President for Facilities must authorize the advertisement or promotion of alcoholic beverages in association with University events, broadcasts or publications (University Rule 34.03.01.M1)</i>	University Contracts Officer	SVPCFO (no dollar limit)
18.3 Consultant/Professional Service Agreements <i>TAMU acting as consultant or performing professional service (including testing services)</i>	Department Head Dean University Contracts Officer	Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO (no dollar limit)
18.3.1 Analysis Testing	Department Head Dean University Contracts Officer	Department Head (\$25,000 or less) Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO (no dollar limit)
18.4 Housing Agreements			
18.4.1 International Housing <i>University-owned or leased housing provided for visiting international faculty.</i>	Housing Staff Director of Housing Associate VPSA	Associate VPSA (\$5,000 or less) VPSA (more than \$5,000)	VPSA
18.4.2 Mail Box <i>Rental of residence hall mail boxes</i>	Director of Housing Associate VPSA	Director of Housing (\$5,000 or less) Associate VPSA (\$5,000 or less) VPSA (more than \$5,000)	VPSA
18.4.3 Residence Hall <i>On-campus student housing</i>	Housing Staff South Area Staff Assistant Director of Housing Associate VPSA	Associate VPSA (\$5,000 or less) VPSA (more than \$5,000)	VPSA

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18.4.4 Student Family Apartments <i>Off-campus University - housing provided for married and graduate students</i>	Housing Staff Director of Housing Associate VPSA	Associate VPSA (\$5,000 or less) VPSA (more than \$5,000)	VPSA
18.5 Site Use Agreement (less than one month) <i>Real Estate License (see also 13.3)</i>			
18.5.1 Concessions Committee Agreements <i>Student organization sponsored vendor space and facilities limited use agreements</i>	Student Organization Advisor Concessions Administrator Associate VPSA University Contracts Officer	Associate VPSA (\$5,000 or less) Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
18.5.2 Limited Duration Right to Use Site (Third Party)	Department Head Dean (Pre-Assigned Space) Executive Associate Provost (Unassigned Space) Executive Director of Planning University Contracts Officer	Executive Director of Planning (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
18.6 Surplus Property <i>Transfer surplus property to third parties</i>	Department Head Director, Purchasing Services University Contracts Officer SVPCFO	University Contracts Officer	SVPCFO
19. <u>Service Agreements</u> (TAMU Acquiring Services)			
19.1 Educational Testing Services			
19.1.1 Agreement for the Control and Administration of Miller Analogies Test	Director of Counseling	VPSA	VPSA
19.1.2 GED Annual Contract	Director of Counseling	VPSA	VPSA
19.1.3 Provider Agreement for GED Training	Director of Counseling	VPSA	VPSA
19.2 Entertainment Events <i>Artistic entertainment performance agreements (MSC or special events/academic)</i>			

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19.2.1 Paid from Local Funds <i>Total Cost of Service (including travel/lodging)</i>	Department Head Associate VPSA/Dean University Contracts Officer <i>The Vice President for Facilities must authorize the advertisement or promotion of alcoholic beverages in association with University events, broadcasts or publications</i> (University Rule 34.03.01.M1)	Dean (\$5,000 or less) Associate VPSA/Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	EVPP, VPSA
19.2.2 Paid from State Funds	Department Head Associate VPSA/Dean University Contracts Officer <i>The Vice President for Facilities must authorize the advertisement or promotion of alcoholic beverages in association with University events, broadcasts or publications</i> (University Rule 34.03.01.M1)	Dean (\$5,000 or less) Associate VPSA/Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	EVPP, VPSA
19.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs</i> <i>Note: Vouchers may suffice; however, if an agreement is deemed appropriate, this process and delegation controls.</i>			

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19.3.1 Paid from Local Funds	Department Head Dean Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (\$10,000 or less) Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	Appropriate Vice President
19.3.2 Paid from State Funds	Department Head Dean Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (\$10,000 or less) Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	Appropriate Vice President
19.3.3 University Lecture <i>Speakers for University Lecture series</i>	University Lecture Committee University Contracts Officer	Appropriate Vice President	Appropriate Vice President
19.3.4 Wiley Lecture Series	University Lecture Committee Department Head University Contracts Officer	VPSA	VPSA
19.4 Maintenance Agreements			
19.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	Department Head Director, Purchasing Services University Contracts Officer	Director, Purchasing Services	SVPCFO

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19.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor</i>	Department Head Director, Purchasing Services University Contracts Officer	Director, Purchasing Services	SVPCFO
19.5 Statutory Professional Services <i>Acquisition of professional services as defined by Gov. Code, Sec. 2254.002 (accounting, architecture, optometry, medicine, land surveying, and professional engineering when performed within the scope of practices)</i>			
19.5.1 Paid from Local Funds <i>Total Cost of Service (including travel/lodging)</i>	Department Head Dean Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
19.5.2 Paid from State Funds <i>Total Cost of Service (including travel/lodging)</i>	Department Head Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
19.5.3 Outside Counsel <i>Professional Service Agreements required the review of the General Counsel, the approval of Chancellor and the Attorney General</i>	Appropriate VP	SVPCFO	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
19.6 Student Medical Services Psychiatric Consultation Services (Paid from Local Funds)			
19.6.1 External Professionals Providing Continuing Education Programs for SCS Staff	Director of Counseling - Psychological Services Associate VPSA Director, Purchasing Services University Contracts Officer	Associate VPSA (\$5,000 or less) University Contracts Officer (more than \$5,000)	VPSA
19.7 Non-academic Instruction (Recreational Sports)	Director of Rec. Sports Assoc. VPSA University Contracts Officer	Associate VPSA (\$5,000 or less) Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	VPSA
19.8 Unclassified Services Purchase of services not specified elsewhere			
19.8.1 Paid from Local Funds <i>Total Cost of Service (including travel/lodging)</i>	Department Head Dean Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO

Type of Contract	Typical Routing for Departmental Review of Documents ²	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts More Than \$100,000 to \$200,000 ³
19.8.2 Paid from State Funds <i>Total Cost of Service (including travel/lodging)</i>	Department Head Director, Purchasing Services University Contracts Officer	Department Head (\$5,000 or less) Director, Purchasing Services (\$50,000 or less) University Contracts Officer (more than \$50,000)	SVPCFO
20. Special Events			
20.1 Conference/Short-Course	Department Head Dean University Contracts Officer	Dean (\$50,000 or less) Appropriate Vice President (more than \$50,000)	Appropriate Vice President
20.2 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest</i>	Department Head Associate VPSA University Contracts Officer	Associate VPSA (\$5,000 or less) Director, Contract Administration (\$50,000 or less) University Contracts Officer (more than \$50,000)	VPSA
21. Unclassified Agreements <i>Contracts and agreements not specifically classified above</i>	Department Head University Contracts Officer	University Contracts Officer	SVPCFO
22. Vending Contracts	Vendor University Contracts Officer SVPCFO	President	President

SUPPLEMENTAL INFORMATION

Agreement with Foreign Governmental Bodies, 1.1

Architect/Engineer, 4.2

- Professional design services of physical plant construction projects

Athletic Event Sponsorship, 3.2

Athletic Events, 3.1

- Schedule NCAA sanctioned sporting events

Collegiate Licensing (TAMU), 10.2

Commercial Licenses (Chick-Fil-A, etc.), 17.1

Commercial Media Promotional Agreements, 18.1

- Commercial media promotional or sponsor agreements

Commercial Product/Promotion Availability Agreements, 18.2

- Commercial Broadcasts
- Commercial Concessions

Conference/Short-Course, 20.1

Consultant/Professional Service Agreements (Sales Agreement), 18.3

- TAMU acting as consultant or performing professional service (including testing services)

Co-Op Agreements, 15.1

- Student co-op affiliation agreements with sponsoring entities

Educational Testing Services, 19.1

- Agreement for the Control & Administration of Miller Analogies Test, 19.1.1
- GED Annual Contract, 19.1.2
- Provider Agreement for GED Training, 19.1.3

Employment Agreements, 7.3

- (See also Offer Letters 7.1)
- Third-Party Non-Classified Employment Agreements, 7.3.1
 - Intergovernmental Personnel Agreements and Other Contract Personnel Issues
- Unclassified Agreements, 7.3.2
 - Employment Contracts for Non-Faculty
- Non-faculty Salary Supplements, 7.3.3

Entertainment Events, 19.2

- Artistic entertainments performance agreements (MSC or special events/academic)
- Paid from Local Funds, 19.2.1
 - Total Cost of Service (including travel/lodging)
- Paid from State Funds, 19.2.2

Equipment Lease/Purchase (TAMU as Lessor), 13.1

- Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of University-owned equipment

Equipment Lease for University Related Activities (TAMU as Lessor), 13.2

- Non-employee (student, conference, etc.) rental for a specified period of University-owned vehicle or other equipment
- Rental Vehicles, 13.2.1
- Equipment, 13.2.2

Equipment Lease/Purchase (TAMU as Lessee), 13.4

- Rental of equipment for TAMU use with fixed option to purchase for a specified period -
 - Five years or less

Equipment Lease (Rental) (TAMU as Lessee), 13.5

- Rental of equipment for TAMU use for a specific period
 - Five years or less

Exhibition Loan Agreements, 20.2

- Documents commitments to display, secure admit public, etc., to view works of art or material of public interest

Funding Agreements (Non-Academic), 8.1

- Federal/State Program Participation Agreements

General Memorandum of Agreement (Letter Agreement), 15.2

- Documents programmatic commitments between TAMU & non-TAMUS entities; contracts to perform educational & service activities consistent with University's mission

Gifts (with restrictions), 6.2

- See also Donor Agreements

Grants (Non-Academic), 8.2

- Federal/State Grant Program

Housing Agreements, 18.4

- Rental or lease of University-owned housing that do not transfer any ownership interests
- International Housing, 18.4.1
 - University-owned or leased housing provided for visiting international faculty
- Residence Hall, 18.4.3
 - On-campus student housing
- Student Family Apartments, 18.4.4

- Off-campus University - housing provided for married & graduate students

Instruction (Non-Academic), 19.7

- (Recreational Sports)

Instructional Agreements (Other), 7.2

- Temporary Hires
- Off-Campus Instruction, 7.2.1
- Staff (over 100%) See Faculty, 7.2.2

Inter-Agency Agreements (Inter-Local), 11.1

- Commitment for the use/acquisition (provision) of resources from (to) a Texas home rule city

Inter-Agency Agreements (Non-Research), 11.2

- Commitment for the use/acquisition (provision) of resources from (to) another State agency

International Affairs, 15.3

- Documents mutual obligations for international joint programs

International Affairs Supplement, 15.4

- Documents specific tasks, budgets & sources of funding for international joint programs

International Study Abroad Program, 15.5

Intra-System Agreement, 12

- Commitment for use/acquisition (provision) of resources from (to) other System members

Lecture/Seminar Speaker Agreements, 19.3

- Use of non-faculty/staff to lecture or speak in support of institutional programs
- Paid from Local Funds, 19.3.1
- Paid from State Funds, 19.3.2
- University Lecture, 19.3.3
 - Speakers for University Lecture series
- Wiley Lecture Series, 19.3.4

Library Acquisitions, 17.2

- Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications, 17.2.1

- Data base services, lease agreements for electronic library materials, 17.2.2

Library Subcontracts, 17.3

- TAMU library subcontracts to provide off-campus library services

Litigation, 14.1

Mail Box, 18.4.2

- Rental of residence hall mail boxes

Maintenance Agreements, 19.4

- Purchase with Equipment Purchase, 19.4.1
 - Purchase of maintenance services from equipment vendor as an integral part of equipment purchase
- Stand Alone Purchase, 19.4.2
 - Purchase of maintenance services independent from equipment purchase or vendor

Memberships, 17.4

- (Purchase of organizational affiliations for individuals, groups or the institution)
- Professional/Service Associations, 17.4.1
 - Purchase by TAMU on behalf of an individual group or the institution of a membership in a professional or service organization
- Social Individual, 17.4.2
 - Purchase by TAMU on behalf of an individual of a membership in a social organization

Memorandum of Agreements (Non-Academic), 16.1

- Pledge of programmatic commitments non-academic in nature

Offer Letters, 7.1

- Conditional letters of appointment to faculty
- Continuing Education, 7.1.1
 - Instructional activity in support of continuing education resulting in additional (above budgeted salary) compensation
- Faculty Appointments in Excess of 100% Effort, 7.1.2
- Graduate Assistants, 7.1.3
 - Initial employment agreement for graduate student assistants (In accordance with NIH recommended guidelines - Notice #96.03.15)
- Non-Tenure Tract Appointments, 7.1.4
 - (e.g., Visiting faculty titles, all lecturer titles)
- Salary Supplements Connected with Appointment as Academic Department Head, 7.1.5
- Salary Supplements Connected with Appointment as Assistant or Associate Dean, 7.1.6
- Salary Supplements Connected with Appointment as Assistant or Associate Department Head, 7.1.7
- Salary Supplements Connected with Appointment as Center Director (Research), 7.1.8
- Salary Supplements Connected with Appointment as Dean, 7.1.9

- Salary Supplements (Other), 7.1.10
- Tenure Awarded with an Appointment (Rank of Associate Professor, Professor), 7.1.11
- Tenure - Track Faculty Appointments (Rank of Assistant Professor, Associate Professor), 7.1.12

Permits, Licenses, Declarations, Applications Files with Regulatory Agencies, 9.1

Personal Property with Restrictions (Including Indemnification on Acceptance) (Donor Agreement), 6.1

- Gifts of personal property including cash or cash equivalents with donor restrictive covenants

Physical Plant Construction Projects, 4.1

- New construction, renovation & rehabilitation using funds available to the University, including System funds previously appropriated by the Chancellor

Press Author/Editor Agreements (TAMU), 10.3

Press Publishing Agreements (TAMU), 10.4

Private Companies & Foundations, 2.1

- (Affiliation Service Agreements)

Purchase Agreements, 17

- Purchase Orders (TAMU), 17.6
 - Purchase of goods from outside vendors using standard form promulgated by TAMU which are processed through State contract, State catalogue or the appropriate bid process in accordance with the General Services Commission requirements
- Purchase Orders (Vendor), 17.8
 - Purchase of goods from outside vendor using vendor supplied document or negotiated agreement

Real Property (Donor Agreement), 6.2

Real Property Lease (TAMU as Lessee), 13.6

- Rental of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land for TAMU use for a specified period - Five years or less

Real Property Lease (over one month) (TAMU as Lessor), 13.3

- Rental of University-owned facility and/or land for a specified period (see also 18.5)

Recreational Sports Event Sponsorship, 3.3

Sales Agreements, 18 (TAMU Provides Goods or Services or Transfers Property rights)

Service Agreements, 19

- (TAMU Acquiring Services)

Services (Unclassified), 19.8

- Purchase of services not specified elsewhere
 - Paid from Local Funds, 19.8.1
 - Total Cost of Service (including travel/lodging)
 - Paid from State Funds, 19.8.2
 - Total Cost of Service (including travel/lodging)

Site Use Agreement (less than one month), 18.5

- Real Estate License (see also 13.3)
- Concessions Committee Agreements, 18.5.1
 - Student organization sponsored vendor space & facilities limited use agreements
- Limited Duration Right to Use Site (Third Party), 18.5.2

Software License Agreements, 17.5

- Contract for site use of computer software using vendor supplied document or agreement
- Department, 17.5.1
 - Contract limiting application to specific department
- University, 17.5.2
 - Contract providing University-wide computing application

Statutory Consultant Agreements, 5.1

- Use of private consultants (not an employee) governed by Gov. Code, Chap. 2254, Subchapter B to study & advise
 - Paid from Local or State Funds, 5.1

Statutory Professional Services, 19.5

- Acquisition of professional services as defined by Gov. Code, Sec. 2254.002 (accounting, architecture, optometry, medicine, land surveying, & professional engineering when performed within the scope of practices)
- Paid from Local Funds, 19.5.1
 - Total Cost of Service (including travel/lodging)
- Paid from State Funds, 19.5.2
 - Total Cost of Service (including travel/lodging)
- Outside Counsel, 19.5.3

Student Counseling Service Provision of Supervised Training for External Graduate Students, 15.6

Student Business Services (Federal/State Program Participation Agreements), 8.3

Student Medical Services, 19.6

- Psychiatric Consultation Services (Paid from local Funds), 19.6
 - External Professionals Providing Continuing Education Programs for SCS Staff, 19.6.1

Student Retreat Facility (TAMU as Lessee), 13.7

- Rental of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMU use for a specified student retreat

Surplus Property, 18.6

- **Transfer surplus property to third parties**

Technology Transfer, 10.1

- Invention/Software Copyright Disclosure, 10.1.1
- License Agreement (Patent), 10.1.2
- Software License, 10.1.3

Training Affiliation (Internships), 15.7

- Documents mutual obligations to establish training (Internship) opportunities for TAMU students

Unclassified Agreements, 21

- Contracts & agreements not specifically classified above

University Gas Procurement Spot Market Purchases, 17.7

- Institutional gas purchase program relying upon commodity spot market purchases

Work-Study Program Agreements, 15.8

- Federal, state, and community work-study program agreements

Vending Contracts, 22