Rule Statement

This Rule specifies contract administration procedures required by the Chancellor, pursuant to System Policy 25.07 Contract Administration, for members of The Texas A&M University System and the process for administering all contracts entered into by a System member.

Reason for Rule

Unless specifically excluded by System Policy or Regulation, this Rule governs all contracts, including all original contracts, amendments, alterations, modifications, corrections, changes and extensions.

Official Procedures and Responsibilities

1. OVERVIEW

1.1 This Rule establishes the process for Prairie View A&M University (PVAMU) personnel to approve, sign, and execute contracts committing the University to the performance of any act.

1.2 Delegations of authority pursuant to this Rule are valid only if submitted to the System Office of Budgets and Accounting in accordance with System Regulation 25.07.01 Contract Administration Delegations and Reporting or if expressly delegated in writing by the President or designee.

1.3 Contracts are construed to include, but not be limited to the following: advertising agreements, affiliation agreements, affiliation service agreements, athletic agreements, consultant agreements, donor agreements, employment agreements, other instructional agreements, Federal and State grant program agreements, Federal and State regulatory agreements, intellectual property agreements, intra-system agreements, lease agreements, legal settlements, memoranda of agreement, professional services agreements, purchase agreements (including purchase orders), sales agreements, special event agreements, and interagency agreements.
1.4 With respect to research and sponsored project agreements, approval of and signature on a contract constitutes approval to establish an operating budget (not to exceed the consideration of the contract) without further approval.

1.5 The Senior Vice President for Business Affairs will serve as the University Contracts Officer and is responsible for creating and maintaining a well-defined administrative control environment that assures management exercises its fiduciary responsibilities when executing contracts on behalf of PVAMU.

2. REQUIRED APPROVALS AND CERTIFICATION OF UNIVERSITY RESOURCE COMMITMENTS

2.1 Generally, contracts commit University resources, which include faculty, staff, facilities, equipment and/or monetary considerations. To ensure all individuals in the chain of command are afforded the opportunity to review, certify and approve the commitments of University resources, the following approvals are required, as applicable:

2.1.1 Principal Investigator;
2.1.2 Department Head;
2.1.3 Dean or Director;
2.1.4 Office of Sponsored Research Services;
2.1.5 Vice President for Research and Graduate Studies;
2.1.6 University Contracts Officer;
2.1.7 Senior Vice President for Business Affairs; and,
2.1.8 President

2.2 The department head/budget authority approving the contract certifies by their signature that they have the necessary resources under their purview to meet all resource commitments. To ensure that the department head/budget authority and their subordinates are knowledgeable of all commitments contained in the contract, a Contract Routing and Approval Coversheet must be used.

3. REVIEWS BY GENERAL COUNSEL

3.1 The University Contracts Officer is responsible for requesting the Office of General Counsel to review and approve contracts pursuant to the requirements set forth in System Policy 25.07 Contract Administration.

4. PRESIDENT'S DELEGATION OF AUTHORITY

4.1 In accordance with System Policy 25.07 Contract Administration, the President may delegate authority to approve and sign specific contracts, but retains overall responsibility for each contract.
4.2 The President of PVAMU has delegated authority to approve and sign certain contracts. A list of these delegations is outlined in the President's Delegation of Authority for Contract Administration.

5. CONTRACTS REQUIRING CHANCELLOR APPROVAL

5.1 Contracts that require the Chancellor's approval will be forwarded by the University Contracts Officer through the Office of the President to the System for execution.

6. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

6.1 Contracts requiring Board of Regents approval shall be forwarded through the University Contracts Officer, who will be responsible for preparing the agenda item and assembling the appropriate supporting documentation. All agenda items are submitted to the Office of the Chancellor through the Office of the President.

6.2 Contracts will be signed by the Office of the Chancellor and/or Office of the President, as specified in the approved Board Minute Order.

Related Statutes, Policies, Regulations and Rules

System Policy 25.07 Contract Administration
System Regulation 25.07.01 Contract Administration Delegations and Reporting
UAP 25.07.01.P0.01 Contract Administration Delegations and Reporting

Definitions

Contract – an agreement that creates an obligation to do or not do a particular thing.

Contact Office

Office of Procurement, Contracts & Reconciliations 936-261-1902