

PRAIRIE VIEW A&M UNIVERSITY
CEO’s Delegation of Authority for Contract Administration
Fiscal Year 2018

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.

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

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

Legend:

Acad.	Academic	DRC	Director, Research & Compliance
AD	Athletic Director	ED-FPC	Executive Director, Facilities, Planning & Construction
Asst.	Assistant	ED-PDSV	Executive Director, Procurement & Disbursement Services
AVC	Associate Vice Chancellor	FPC	Facilities, Planning & Construction
AVP	Associate Vice President	HUB	Historically Underutilized Businesses
AVP-FMS	Associate V.P., Financial Management Services	IRM	Information Resource Manager
AVPR	Associate V.P., Research, Innovation & Sponsored Programs	OGC	Office of General Council
BOR	Board of Regents	OSP	Office of Sponsored Programs
CAO	Chief Academic Officer – (Provost & Senior V.P. for Academic Affairs)	OSP-DRS	Office of Sponsored Programs, Director, Research Services
CEO	Chief Executive Officer – (President)	PD	Procurement Director
CFO	Chief Financial Officer – (Senior V.P. for Business Affairs)	PI	Principal Investigator/Research
CIO	Chief Information Officer	SOBA	System Office of Budgets & Accounting
Dean/Director	Dean, Director, or Non-Academic Department Head	SP	System Policy
Dept.	Department	SR	System Regulation
DPSSV	Director, Procurement & Support Services	SREO	System Real Estate Office, function of OGC

SRS	Texas A&M Sponsored Research Services – Director, Assoc. Executive Director, & Executive Director	VCR	Vice Chancellor for Research
STO	System Treasury Office	VP	Vice President
SYCO	System Marketing and Communications	VPAS	Vice President, Auxiliary Services
System	The Texas A&M University System	VPR	Vice President, Research, Innovation & Sponsored Programs
TTC	AVC, Texas A&M System Technology Commercialization	VPSA	Vice President, Student Affairs and University Advancement

Notes:

1. REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
2. Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
 - a. contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years;
 - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
 - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants.
3. All contracts for goods or services must be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
4. It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
5. Questions regarding contract administration should be directed to the Executive Director of Procurement and Disbursement Services by email at wkpeavy@pvamu.edu or 936-261-1933.

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"> • Dean/Director • Marketing & Communications • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • CAO/CFO/CEO 	<ul style="list-style-type: none"> • CAO/CFO/CEO (Per System Policy 25.07, unlimited signature authority)
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • CAO/CFO/CEO 	<ul style="list-style-type: none"> • CAO/CFO/CEO (Per System Policy 25.07, unlimited signature authority)
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • AVP Enrollment Services • Contract Office 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO (Per System Policy 25.07, unlimited signature authority)
4. ATHLETIC AGREEMENTS			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • AD • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • AD • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • AD • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • AD • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • AD • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.

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4.6 Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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 • Contract Office • CFO • OGC 	<ul style="list-style-type: none"> • CEO, CFO or ED-PDSV 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"> • Dean/Director • Area VP • Campus Planning • HUB • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • Dean/Director • Area VP • Campus Planning • HUB • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO • System CFO and System Treasurer for TRB Funded Projects Only 	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • Campus Planning • HUB • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
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.

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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 (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	<ul style="list-style-type: none"> • Development Office • VPSA 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
8.2 Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters (Conditional letters of appointment to faculty)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<ul style="list-style-type: none"> • Acad Dept Head • Dean • CAO 	<ul style="list-style-type: none"> • CEO • Chancellor • BOR 	<ul style="list-style-type: none"> • CEO • Chancellor • BOR
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)	<ul style="list-style-type: none"> • Acad Dept Head • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles & Lecturer Titles)	<ul style="list-style-type: none"> • Acad Dept Head • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean	<ul style="list-style-type: none"> • CAO 	<ul style="list-style-type: none"> • CEO • Chancellor • BOR 	<ul style="list-style-type: none"> • CEO • Chancellor • BOR

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9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	<ul style="list-style-type: none"> • Dean/CAO 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Acad Dept. Head • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.10 Continuing and Extension Education	<p><u>For Continuing Education:</u></p> <ul style="list-style-type: none"> • Acad Dept Head/Director • Dean • Area VP • Contract Office <p><u>For Continuing Education Office for Extension Education:</u></p> <ul style="list-style-type: none"> • Director • Dean • Area VP • Contract Office 	<ul style="list-style-type: none"> • Area VP/CEO 	<ul style="list-style-type: none"> • Area VP/CEO

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9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • Acad Dept Head • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • Acad Dept Head • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • Acad Dept Head/Director 	<ul style="list-style-type: none"> • Dean/Area VP/CEO 	<ul style="list-style-type: none"> • Area VP/CEO
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"> • Dean/Director • Area VP 	<ul style="list-style-type: none"> • Area VP/CEO 	<ul style="list-style-type: none"> • Area VP/CEO
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP 	<ul style="list-style-type: none"> • Area VP/CEO 	<ul style="list-style-type: none"> • Area VP/CEO
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP 	<ul style="list-style-type: none"> • Area VP/CEO 	<ul style="list-style-type: none"> • Area VP/CEO
10. EMPLOYEE BENEFITS CONTRACTS – Risk Management			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System
11. EQUIPMENT LEASE AGREEMENTS			
<i>PVAMU 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 PVAMU-owned equipment.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
11.2 Equipment Lease for <i>PVAMU -Related Activities Non-employee (student, conference, etc.) rental for a specified period of PVAMU owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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11.2.1 Rental Vehicles <i>(Non- PVAMU Lessee)</i>	• N/A	• N/A	• N/A
11.2.2 Equipment	• N/A	• N/A	• N/A
<i>PVAMU as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for PVAMU use with fixed option to purchase within a specified period (five years or less).</i>	• Dean/Director • Contract Office	• ED-PDSV/AVP-FMS	• CFO/CEO
11.4 Equipment Lease (Rental) <i>Rental of equipment for PVAMU use for a specified period (five years or less).</i>	• Dean/Director • Contract Office	• ED-PDSV/AVP-FMS	• CFO/CEO
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	• Dean/Director • Contract Office	• CFO/CEO	• CFO/CEO
13. FINANCIAL CONTRACTS – System Treasury Office			
13.1 System Depositories (SP 22.02)	• System Treasury Office	• System Treasury Office	• System Treasury Office
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant Agreements)	• System Treasury Office	• System Treasury Office	• System Treasury Office
13.2.2 Investment Management (SP 22.02)	• System Treasury Office	• System Treasury Office	• System Treasury Office
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant Agreements)	• System Treasury Office	• System Treasury Office	• System Treasury Office
13.3.2 Bond Counsel (See Section 19.2 Legal)	• System Treasury Office	• System Treasury Office	• System Treasury Office
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	• System Treasury Office	• System Treasury Office	• System Treasury Office

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14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			
14.1 Grants (sponsored projects)	See Section 24.1 herein.	See Section 24.1 herein.	See Section 24.1 herein.
14.2 Student Financial Aid	<ul style="list-style-type: none"> • Student Financial Aid Director • CAO 	<ul style="list-style-type: none"> • CAO/CFO/CEO 	<ul style="list-style-type: none"> • CAO/CFO/CEO (Per System Policy 25.07, unlimited signature authority)
14.3 Funding Agreements (<i>Academic</i>)	<ul style="list-style-type: none"> • PI • Dean/Director • CAO 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
14.4 Funding Agreements (<i>Non-Academic</i>)	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
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"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System
15.3 Healthcare Purchasers Professional Liability Contract (Professional/Fiduciary coverage for System Self- Insured Group Benefit Programs)	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System

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15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u><i>The Office of Risk Management and Safety is responsible for all System- based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</i></u>	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System
15.6 Administrative Contracts	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System
16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • Inventor • VPR • TTC • OGC 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer
16.1.2 Non-Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • Inventor • VPR • TTC • OGC 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer
16.1.3 Trademark License	<ul style="list-style-type: none"> • Inventor • VPR • TTC • OGC 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
16.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • Inventor • VPR • CFO • TTC • OGC 	<ul style="list-style-type: none"> • System CFO/Treasurer 	<ul style="list-style-type: none"> • System CFO/Treasurer

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16.1.5 Software License	See Section 22.3 herein.	See Section 22.3 herein.	See Section 22.3 herein.
16.1.6 Material Transfer (<i>Commercial</i>)	<ul style="list-style-type: none"> • Researcher • VPR • TTC • OGC 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer
16.1.7 Material Transfer (<i>Non-Commercial</i>)	<ul style="list-style-type: none"> • Researcher • VPR • TTC • OGC 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer 	<ul style="list-style-type: none"> • CFO/CEO • System CFO/Treasurer
16.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • Asst. VP Auxiliary Enterprises • VPAS 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
16.4 Nondisclosure/Confidentiality Agreements <i>Committing PVAMU or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> • TTC • OGC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC

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16.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> • Inventor • VPR • TTC 	<ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • TTC
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
18. INTRA-SYSTEM AGREEMENT			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/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)
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1	<i>Litigation (See 19.1.1 below) All settlements shall have concurrence of the PVAMU 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 More than \$300,000 BOR	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
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"> • Area VP • OGC 	<ul style="list-style-type: none"> • CFO/CEO
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
20.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between PVAMU and non-PVAMU entities; contracts to perform educational and service activities consistent with the PVAMU mission.</i>	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office, if applicable 	<ul style="list-style-type: none"> • CAO/CEO
20.2	Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office, if applicable 	<ul style="list-style-type: none"> • CAO/CEO
20.3	International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office, if applicable 	<ul style="list-style-type: none"> • CAO/CEO
20.4	International Study Abroad Program	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office, if applicable 	<ul style="list-style-type: none"> • CAO/CEO

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20.5 Training Affiliation (<i>internships</i>) Documents mutual obligations to establish training [internship opportunities] for PVAMU' students.	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office, if applicable 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • Student Financial Aid Director • Contract Office, if applicable 	<ul style="list-style-type: none"> • CAO/CFO 	<ul style="list-style-type: none"> • CAO/CFO/CEO
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) Documents commitments between PVAMU and non-PVAMU entities that are non-academic in nature.	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
22. PURCHASE AGREEMENTS (PVAMU acquiring goods and non-professional services)			
22.1 PVAMU Purchase Orders Purchase of goods from outside vendor using standard form promulgated by PVAMU which are processed through the appropriate bid process in accordance with PVAMU policies and State requirements.	<ul style="list-style-type: none"> • Acad Dept Head/Dean/Director 	<ul style="list-style-type: none"> • Procurement Manager under \$50,000 • ED-PDSV/AVP-FMS over\$50,000 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.2 Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.	<ul style="list-style-type: none"> • Acad Dept Head/Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.3 Software License Agreements Contract for site use of computer software using vendor supplied document or agreement.			
22.3.1 Department Contract limiting application to specific Department.	<ul style="list-style-type: none"> • Acad Dept Head/Dean/Director • ED Academic Technology • IRM • CIO • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)

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)
22.3.2 University <i>Contract providing University- wide computing application.</i>	<ul style="list-style-type: none"> • Acad Dept Head/Dean/Director • ED Academic Technology • IRM • CIO • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution. Must be supported by approved Membership Justification.</i>	<ul style="list-style-type: none"> • Acad Dept Head/Dean/Director • Area VP 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
22.4.1 Professional/Service Associations <i>Purchase by PVAMU on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<ul style="list-style-type: none"> • Acad Dept Head/Dean/Director • Area VP 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.4.2 Social/Individual <i>Purchase by PVAMU on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Acad Dept Head/Dean/Director • Area VP 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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"> • Director of Library • CAO • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.6 Library Subcontracts <i>PVAMU library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Director of Library • CAO • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)

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)
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Director of Student Center Operations • VPAS • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Area VP • Development Office/Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • Financial Management Services • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <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"> • Development Office • CFO • CEO • SREO • SOBA • OGC 	<ul style="list-style-type: none"> • CEO • Chancellor • 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)
<p>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <ul style="list-style-type: none"> ○ <i>SREO oversees all activities required to dispose of or exchange real property.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
<p>23.5 Lease of Real Property</p>			
<p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> • Dean/Director • Area VP • SREO • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO • BOR if terms greater than 5 years 	
<p>23.5.2 FROM 3rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUS use for a specified period.</i> <i>See SR 41.01.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> • Dean/Director • Area VP • SREO • Contract Office 	<ul style="list-style-type: none"> • CFO/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)
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for PVAMU use for a specific student retreat.</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • SREO • Contract Office 	<ul style="list-style-type: none"> • CFO/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"> • Contract Office • SREO 	<ul style="list-style-type: none"> • CFO/CEO 	
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"> • Contract Office • SREO 	<ul style="list-style-type: none"> • CFO/CEO 	(Requires BOR approval if over \$300,000)
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • Contract Office • SREO 	<ul style="list-style-type: none"> • CFO/CEO 	
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"> • N/A 	<ul style="list-style-type: none"> • N/A 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • VPAS • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • VPAS • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • VPAS • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.8 Other Grants of Rights in Real 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)
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"> • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • Campus Planning • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
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"> • Dean/Director/AD • Campus Planning • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • Contract Office • SREO 	<ul style="list-style-type: none"> • CFO/CEO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> • Contract Office • SREO 	<ul style="list-style-type: none"> • CFO/CEO 	

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23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)	<ul style="list-style-type: none"> • Campus Planning • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)	<ul style="list-style-type: none"> • Campus Planning • Contract Office • SREO • OGC 	<ul style="list-style-type: none"> • CFO/CEO 	
24. RESEARCH AGREEMENTS			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> • PI • Acad Dept Head • Dean/Director • OSP 	<ul style="list-style-type: none"> • OSP-DRS 	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO (Per System Policy 25.07, unlimited signature authority)
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 • Acad Dept Head • Dean/Director • OSP 	<ul style="list-style-type: none"> • OSP-DRS • AVPR • VPR 	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO (Per System Policy 25.07, unlimited signature authority)
24.3 Proposal Submissions	<ul style="list-style-type: none"> • PI • Acad Dept Head • Dean/Director • OSP 	<ul style="list-style-type: none"> • OSP-DRS • OSP, Project Administrator • OSP, Business Manager (Per TAMUS Policy 25.07 Unlimited Signature Authority)	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO (Per System Policy 25.07, unlimited signature authority)

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)
24.4 Teaming Agreements	<ul style="list-style-type: none"> • PI • Acad Dept Head • Dean/Director • OSP 	<ul style="list-style-type: none"> • OSP-DRS 	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO
24.5 Non-disclosure Agreements	<ul style="list-style-type: none"> • PI • Acad Dept Head • Dean/Director • OSP 	<ul style="list-style-type: none"> • OSP-DRS 	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> • PI • Acad Dept Head • Dean/Director • OSP-SCN 	<ul style="list-style-type: none"> • OSP-DRS 	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • PI • Acad Dept Head • Dean/Director • OSP 	<ul style="list-style-type: none"> • OSP-DRS 	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO <p>(Per System Policy 25.07, unlimited signature authority)</p>
24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> • PI • Acad Dept Head • Dean/Director • OSP, (to designate to appropriate area) 	<ul style="list-style-type: none"> • OSP-DRS 	<ul style="list-style-type: none"> • AVPR • VPR • CFO • CEO <p>(Per System Policy 25.07, unlimited signature authority)</p>
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO

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26. SALES AGREEMENTS (PVAMU providing goods or services)			
26.1 Consultant/Professional Service Agreements <i>PVAMU acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
26.1.1 Analysis Testing	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Asset Owner • Fixed Asset Office 	<ul style="list-style-type: none"> • DPSSV/ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Asset Owner • Fixed Asset Office 	<ul style="list-style-type: none"> • DPSSV/ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Asset Owner • Fixed Asset Office 	<ul style="list-style-type: none"> • DPSSV/ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Asset Owner • Fixed Asset Office 	<ul style="list-style-type: none"> • DPSSV/ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27. SERVICES AGREEMENTS (PVAMU acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Department Testing Coordinator • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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"> • Acad Dept Head • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27.4 Maintenance Agreements			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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 18 herein.</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Procurement Office • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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"> • Dean/Director • Area VP • Procurement Office • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27.8 Student Medical Services	<ul style="list-style-type: none"> • Health Services Center • VPAS • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO

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27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> • Acad Dept Head • Dean/Director • Space Management • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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"> • Acad Dept Head • Dean/Director • Space Management • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
29. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO