

**PRAIRIE VIEW A&M UNIVERSITY**  
**President's Delegation of Authority for Contract Administration**  
**Fiscal Year 2016**

**General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts of less than \$500,000 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 \$500,000 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 VP for Financial Management Services is delegated the authority to execute the contract.

Certain contracts that involve or exceed \$500,000 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	SOBA	System Office of Budgets & Accounting
Asst.	Assistant	SP	System Policy
		SR	System Regulation
AVC	Associate Vice Chancellor	SREO	System Real Estate Office, function of OGC
AVP	Associate Vice President	SRS	Texas A&M Sponsored Research Services-Director, C&G's, Executive Director & COO
AVP-FMS	Associate Vice President, Financial Mgmt Services		
Asst VP	Assistant Vice President		
BOR	Board of Regents		
CAO	Chief Academic Officer	SVPBA	Senior Vice President, Business Affairs
CEO	Chief Executive Officer	SYCO	System Marketing & Communications
CFO	Chief Financial Officer	System	The Texas A&M University System
CIO	Chief Information Officer	TTC	AVC, Texas A&M System Technology

Dean/Director	Dean, Director, or Non-Academic Department Head		Commercialization
		VCR	Vice Chancellor for Research
Dept Head	Department Head	VP	Vice President
DPSSV	Director, Procurement and Support Services	VPAS	Vice President, Auxiliary Services
ED	Executive Director	VPRGS	Vice President, Research and Graduate Studies
ED-FPC	Executive Director, Facilities, Planning & Construction	VPSAIA	Vice President, Student Affairs and Institutional Advancement
ED-PDSV	Executive Director, Procurement and Disbursement Services	OSP	Office of Sponsored Programs, Director of Research Services
FPC	Facilities, Planning & Construction		
HUB	Historically Underutilized Businesses		
IRM	Information Resource Manager		
OGC	Office of General Counsel		
PD	Procurement Director		
PI	Principal Investigator		

**Notes:**

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): 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; and (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, Procurement and Disbursement Services.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• ED Marketing &amp; Communications</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA/President</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA/President</li> </ul>

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<b>3. ARTICULATION AGREEMENTS</b>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> <li>• AVP Enrollment Management</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
<b>4. ATHLETIC AGREEMENTS</b>			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 19.4.1 herein.	See Section 19.4.1 herein.	See Section 19.4.1 herein.
4.6 Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>5. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>			
5.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Campus Planning</li> <li>• HUB Office</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	
5.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Campus Planning</li> <li>• HUB Office</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO and TAMUS Treasurer for TRB Funded Projects Only</li> </ul>	

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5.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• Campus Planning</li> <li>• HUB Office</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	
<b>6. CONSULTING AGREEMENTS</b>			
6.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 22.7 herein.	See Section 22.7 herein.	See Section 22.7 herein.
6.2 Statutory Consulting Agreements <i>Providing consulting services to 3<sup>rd</sup> parties</i>	See Section 21.1 herein.	See Section 21.1 herein.	See Section 21.1 herein.
<b>7. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>			
7.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> <li>• Development Office</li> <li>• VPSAIA</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
7.2 Real Property <i>(including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 19.1 herein.	See Section 19.1 herein.	See Section 19.1 herein.
<b>8. EMPLOYMENT APPOINTMENTS</b>			
8.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>			
8.1.1 Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Chancellor</li> <li>• BOR</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Chancellor</li> <li>• BOR</li> </ul>
8.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>

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<i>(e.g. Visiting Faculty Titles &amp; Lecturer Titles)</i>			
8.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Chancellor</li> <li>• BOR</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Chancellor</li> <li>• BOR</li> </ul>
8.1.5 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"> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.6 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"> <li>• Dean/Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.8 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"> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• For Continuing Education:</li> <li>• Acad Dept Head/Director</li> <li>• Dean</li> <li>• Area VP</li> <li>• Continuing Education Office</li> </ul>	<ul style="list-style-type: none"> <li>• For Continuing Education:</li> <li>• VPSAIA/President</li> <li>• For Extension Education</li> <li>• Area VP/President</li> </ul>	<ul style="list-style-type: none"> <li>• For Continuing Education:</li> <li>• VPSAIA/President</li> <li>• For Extension Education</li> <li>• Area VP/President</li> </ul>

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	<ul style="list-style-type: none"> <li>• For Extension Education:</li> <li>• Director</li> <li>• Dean</li> </ul>		
8.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
8.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• Acad Dept Head/Director</li> </ul>	<ul style="list-style-type: none"> <li>• Dean/Area VP/President</li> </ul>	<ul style="list-style-type: none"> <li>• Dean/Area VP/President</li> </ul>
<b>8.2 Non-Faculty Employment Appointments</b>			
8.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP/President</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP/President</li> </ul>
8.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP/President</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP/President</li> </ul>
8.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP/President</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP/President</li> </ul>
<b>9. EQUIPMENT LEASE AGREEMENTS</b>			
<i>PVAMU as Lessor</i>			
9.1 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"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
9.2 Equipment Lease for PVAMU-Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of PVAMU-owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
9.2.1 Rental Vehicles ( <i>Non-PVAMU Lessee</i> )	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

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9.2.2 Equipment	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b><i>PVAMU as Lessee</i></b>			
9.3 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>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
9.4 Equipment Lease (Rental) <i>Rental of equipment for PVAMU use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>10. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
10.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>11. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)</b>			
11.1 Grants (sponsored projects)	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head/Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• OSP/SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
11.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• Student Financial Aid Director</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA/President</li> </ul>
11.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> <li>• PI</li> <li>• Dean/Director</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
11.4 Funding Agreements (Non-Academic)	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>12. INTELLECTUAL PROPERTY (SP 17.01) Texas A&amp;M Technology Commercialization (TTC)</b>			
12.1 Technology Transfer			
12.1.1 Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>
12.1.2 Non-Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>



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	<ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>		
12.1.3 Trademark License	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>
12.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• SVPBA</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TAMUS CFO/Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• TAMUS CFO/Treasurer</li> </ul>
12.1.5 Software License	See Section 18.3 herein.	See Section 18.3 herein.	See Section 18.3 herein.
12.1.6 Material Transfer ( <i>Commercial</i> )	<ul style="list-style-type: none"> <li>• Researcher</li> <li>• VPRGS</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>
12.1.7 Material Transfer ( <i>Non-Commercial</i> )	<ul style="list-style-type: none"> <li>• Researcher</li> <li>• VPRGS</li> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• TAMUS CFO/Treasurer</li> </ul>
12.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
12.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• Asst VP Auxiliary Enterprises</li> <li>• VPAS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
12.4 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"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
12.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state</i>	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
<i>agency or institution</i>			
12.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
12.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
12.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
12.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
12.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
12.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• VPRGS</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC</li> </ul>
<b>13. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>			
13.1 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"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
13.2 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"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
<b>14. INTRA-SYSTEM AGREEMENT</b>			
14.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>15. LEGAL (SP 09.04, SR 09.04.01)</b>			
15.1 Litigation ( <i>See 15.1.1 below</i> ) <i>All settlements shall have concurrence of the PVAMU CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
15.1.1 Approval to Settle: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b> <b>More than \$300,000 BOR</b>	<ul style="list-style-type: none"> <li>• Area VP</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
15.2 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"> <li>• Area VP</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>16. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC</b>			
16.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between PVAMU and non-TAMUS entities; contracts to perform educational and service activities consistent with the PVAMU's mission.</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Contract Office, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
16.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Contract Office, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
16.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Contract Office, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
16.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Contract Office, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
16.5 Training Affiliation ( <i>internships</i> ) Documents mutual obligations to establish training [internship opportunities] for PVAMU's students.	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Contract Office, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/President</li> </ul>
16.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• Student Financial Aid Director</li> <li>• Contract Office, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA</li> </ul>	<ul style="list-style-type: none"> <li>• Provost/SVPBA/President</li> </ul>
<b>17. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			
17.1 General Memorandum of Agreement or Understanding (Letter Agreement) Documents commitments between [PVAMU] and non-TAMUS entities that are non-academic in nature.	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>18. PURCHASE AGREEMENTS (PVAMU acquiring goods and non-professional services)</b>			
18.1 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 TAMUS policies and State requirements.	<ul style="list-style-type: none"> <li>• Acad Dept Head/Dean/Director</li> </ul>	<ul style="list-style-type: none"> <li>• DPSSV under \$50,000</li> <li>• ED-PDSV/AVP-FMS over \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.2 Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.	<ul style="list-style-type: none"> <li>• Acad Dept Head/Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.3 Software License Agreements Contract for site use of computer software using vendor supplied document or agreement.	<ul style="list-style-type: none"> <li>• Acad Dept Head/Dean/Director</li> <li>• ED Academic Technology</li> <li>• IRM</li> <li>• CIO</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.3.1 Department Contract limiting application to specific Department.	<ul style="list-style-type: none"> <li>• Acad Dept Head/Dean/Director</li> <li>• ED Academic Technology</li> <li>• IRM</li> <li>• CIO</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>		
18.3.2 University <i>Contract providing University-wide computing application.</i>	<ul style="list-style-type: none"> <li>• CIO</li> <li>• ED Academic Technology</li> <li>• IRM</li> <li>• CIO</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head/Dean/Director</li> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.4.1 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"> <li>• Acad Dept Head/Dean/Director</li> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.4.2 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"> <li>• Acad Dept Head/Dean/Director</li> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.5 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"> <li>• Director of Library</li> <li>• Provost</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.6 Library Subcontracts <i>PVAMU library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• Director of Library</li> <li>• Provost</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• Director of Student Center Operations</li> <li>• VPAS</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>		
18.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Acad Dept Head/Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Development Office/Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
18.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> <li>• Financial Management Services</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>19. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>			
19.1 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ <i>SREO oversees all acquisitions of real property.</i></li> <li>○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Development Office</li> <li>• SVPBA</li> <li>• President</li> <li>• SREO</li> <li>• SOBA</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Chancellor</li> <li>• BOR</li> </ul>	
19.2 Lease of Real Property			
19.2.1 TO 3 <sup>rd</sup> Parties <ul style="list-style-type: none"> <li>○ <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></li> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• SREO</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> <li>• BOR if terms greater than 5 years</li> </ul>	
19.2.2 FROM 3 <sup>rd</sup> Parties <i>Lease of facilities (office,</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	

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

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<p><i>laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for PVAMU use for a specified period.</i></p> <p><i>Per SR 41.01.01, §6:</i></p> <ul style="list-style-type: none"> <li>○ <i>SREO shall review all such leases except residential property and storage space leases that do not exceed 2 years or \$50,000.</i></li> <li>○ <i>Member CEOs may execute residential property and storage space leases that do not exceed 2 years or \$50,000 and all other leases that do not exceed 5 years or \$500,000.</i></li> </ul>	<ul style="list-style-type: none"> <li>● Contract Office</li> </ul>		
<p>19.2.3 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></p>	<ul style="list-style-type: none"> <li>● Dean/Director</li> <li>● Area VP</li> <li>● SREO</li> <li>● Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>● SVPBA/President</li> </ul>	
<p>19.3 Housing Agreements</p>			
<p>19.3.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i></p>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>	
<p>19.3.2 Residence Hall <i>On-campus student housing.</i></p>	<ul style="list-style-type: none"> <li>● VPAS</li> <li>● Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>● SVPBA/President</li> </ul>	
<p>19.3.3 Student Apartments <i>Off-campus University-housing provided for students.</i></p>	<ul style="list-style-type: none"> <li>● VPAS</li> <li>● Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>● SVPBA/President</li> </ul>	
<p>19.3.4 Mail Box <i>Rental of residence hall mail boxes.</i></p>	<ul style="list-style-type: none"> <li>● VPAS</li> <li>● Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>● SVPBA/President</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
19.4 Other Grants of Rights in Real Property			
19.4.1 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"> <li>• Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	
19.4.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• Campus Planning</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	
19.4.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> 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"> <li>• Dean/Director/Athletic Director</li> <li>• Campus Planning</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	
19.4.4 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"> <li>• Campus Planning</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	
19.5 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 22.6)	<ul style="list-style-type: none"> <li>• Campus Planning</li> <li>• Contract Office</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>	
<b>20. RESEARCH AGREEMENTS</b>			
20.1 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	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head/Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• OSP/SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>			
20.2 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"> <li>• PI</li> <li>• Acad Dept Head/Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• OSP/SVPBA/President</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
20.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>
20.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>
20.5 Non-disclosure Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>
20.6 Material Transfer Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>
20.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>
20.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• Area VP</li> </ul>
<b>21. SALES AGREEMENTS (PVAMU providing goods or services)</b>			
21.1 Consultant/Professional Service	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
<p>Agreements <i>PVAMU acting as consultant or performing professional service (including testing services).</i></p>	<ul style="list-style-type: none"> <li>Contract Office</li> </ul>		
<p>21.1.1 Analysis Testing</p>	<ul style="list-style-type: none"> <li>Dean/Director</li> <li>Area VP</li> <li>Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>21.2 Property Transfer Agreements (inventoried and non-inventoried items)</p>	<ul style="list-style-type: none"> <li>Asset Owner</li> <li>Fixed Asset Office</li> </ul>	<ul style="list-style-type: none"> <li>DPSSV/ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>21.2.1 Transfer or surplus property</p>	<ul style="list-style-type: none"> <li>Asset Owner</li> <li>Fixed Asset Office</li> </ul>	<ul style="list-style-type: none"> <li>DPSSV/ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>21.2.2 Transfer within the System</p>	<ul style="list-style-type: none"> <li>Asset Owner</li> <li>Fixed Asset Office</li> </ul>	<ul style="list-style-type: none"> <li>DPSSV/ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>21.2.3 Transfer to another state agency</p>	<ul style="list-style-type: none"> <li>Asset Owner</li> <li>Fixed Asset Office</li> </ul>	<ul style="list-style-type: none"> <li>DPSSV/ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>21.2.4 Transfer to an independent third party</p>	<ul style="list-style-type: none"> <li>Asset Owner</li> <li>Fixed Asset Office</li> </ul>	<ul style="list-style-type: none"> <li>DPSSV/ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p><b>22. SERVICES AGREEMENTS (PVAMU acquiring services)</b></p>			
<p>22.1 Educational Testing Services</p>	<ul style="list-style-type: none"> <li>Department Testing Coordinator</li> <li>Dean/Director</li> <li>Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>22.2 Entertainment Events <i>Artistic entertainment performance agreements.</i></p>	<ul style="list-style-type: none"> <li>Acad Dept Head</li> <li>Dean/Director</li> <li>Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>22.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i></p>	<ul style="list-style-type: none"> <li>Acad Dept Head</li> <li>Dean/Director</li> <li>Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>22.4 Maintenance Agreements</p>	<ul style="list-style-type: none"> <li>Acad Dept Head</li> <li>Dean/Director</li> <li>Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>
<p>22.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment</i></p>	<ul style="list-style-type: none"> <li>Acad Dept Head</li> <li>Dean/Director</li> <li>Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>SVPBA/President</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$499,999)
<i>purchase.</i>			
22.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
22.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
22.6 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).</i> <i>Agreements for outside counsel must comply with Section 15 herein.</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Procurement Office</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
22.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i> <i>Agreements for outside counsel must comply with Section 15 herein.</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Procurement Office</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
22.8 Student Medical Services	<ul style="list-style-type: none"> <li>• Health Services Office</li> <li>• VPAS</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
22.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>23. SPECIAL EVENTS</b>			
23.1 Conference/Short-Course	<ul style="list-style-type: none"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Space Management</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>

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23.2 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"> <li>• Acad Dept Head</li> <li>• Dean/Director</li> <li>• Space Management</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
<b>24. UNCLASSIFIED AGREEMENTS</b> <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> <li>• Dean/Director</li> <li>• Area VP</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• ED-PDSV/AVP-FMS</li> </ul>	<ul style="list-style-type: none"> <li>• SVPBA/President</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>