Prairie View A&M University
President’s Delegation of Authority for Contract Administration\(^1, 2, 3, 4, 5\)

Updated: February 2015

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VPAS: Vice President for Auxiliary Services
VPRGS: Vice President for Research and Graduate Studies
VPSAIA: Vice President for Student Affairs and Institutional Advancement
TFPC: TAMUS Facilities Planning & Construction Office
Provost: Provost & Senior Vice President for Academic Affairs

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<tr>
<td>1. AFFILIATION AGREEMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1. Agreement with Foreign Government Bodies</td>
<td>Dean/Director Respective Vice President University Contracts Officer SVPBA</td>
<td>AVP Financial Administration SVPBA/President</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>1.2. Private Companies &amp; Foundations</td>
<td>Department Head Dean/Director Respective Vice President University Contracts Officer SVPBA</td>
<td>AVP Financial Administration SVPBA/President</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>2. ARTICULATION AGREEMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1. Agreements with other institutions of higher education regarding transfer of courses</td>
<td>Associate Provost Enrollment Management Provost University Contracts Officer SVPBA</td>
<td>SVPBA/President</td>
<td>N/A</td>
</tr>
<tr>
<td>3. ATHLETIC AGREEMENT (PVAMU Signature Authority per System Policy 25.07)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1. Athletic Events - Scheduled NCAA sanctioned sporting events</td>
<td>Athletic Director University Contracts Officer SVPBA</td>
<td>Procurement Director AVP Financial Administration SVPBA</td>
<td>SVPBA/President</td>
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| 3.2. Athletic Event Sponsorship | Athletic Director  
University Contracts Officer  
SVPBA | Procurement Director  
AVP Financial Administration  
SVPBA | SVPBA/President |
| 3.3. Hotel Contracts/Bus Contracts | Athletic Director/Department Head  
University Contracts Officer  
SVPBA | Procurement Director  
AVP Financial Administration  
SVPBA | SVPBA/President |
| 4. CONSTRUCTION        |                                 |                                                      |                                                       |
| 4.1. Major System Facilities Construction Projects-related contracts (System Policy 51.04) (≥ $10,000,000) | TFPc  
Accounting  
HUB Office  
SVPBA  
President  
TAMUS General Counsel  
Chancellor | TAMUS CFO  
TAMUS Treasurer | TAMUS CFO  
TAMUS Treasurer |
| 4.1.1. Project Initiation (Form C-1)  
Program of Requirement Preparation | TFPc  
Accounting  
HUB Office  
SVPBA | TAMUS CFO  
TAMUS Treasurer | TAMUS CFO  
TAMUS Treasurer |
| 4.2. Major System Facilities Construction Projects-related contracts (System Policy 51.04) (≥ $4,000,000) | TFPc  
Accounting  
HUB Office  
SVPBA  
President  
TAMUS General Counsel  
Chancellor | TAMUS CFO  
TAMUS Treasurer | TAMUS CFO  
TAMUS Treasurer |
| 4.2.1. Project Initiation (Form C-1)  
Program of Requirement Preparation | TFPc  
Accounting  
HUB Office  
University Contracts Officer  
Campus Planning  
AVP Financial Administration  
SVPBA/President | TAMUS CFO  
TAMUS Treasurer | TAMUS CFO  
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<tr>
<td>4.2.2. Approval of Program of Requirements and Project Budget and Selection of Architect/Engineer Design Team (Board Approval Required)</td>
<td>Campus Planning TFPC HUB Office University Contracts Officer AVP Financial Administration SVPBA/President</td>
<td>SVPBA/President</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>4.2.3. Construction Contracts on projects with total costs within the Board of Regents approved budget require action by the Chancellor or Designee</td>
<td>Campus Planning TFPC HUB Office University Contracts Officer AVP Financial Administration SVPBA/President</td>
<td>SVPBA/President</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>4.2.4. Construction Contract on projects with a total cost that exceeds the Board of Regents approved budget or supplemental appropriation exceeding 10% of the original project budget. (Board Approval Required)</td>
<td>Campus Planning TFPC HUB Office University Contracts Officer AVP Financial Administration SVPBA/President</td>
<td>SVPBA/President</td>
<td>SVPBA/President</td>
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<tr>
<td>4.3. Minor Construction Project Contracts Delegated to Components (System Regulation 51.04.01) (&lt;$4,000,000)</td>
<td>Campus Planning, HUB Office, University Contracts Officer, General Counsel</td>
<td>SVPBA/President</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>4.3.1. Rehabilitation Projects - Four million or less (Administered by TFPC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.2. New Construction Projects - One million or less (Administered by TFPC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.3. Employment of contract for Architect/Engineer/Professional Services (in accordance with Section 16.4. of this document)</td>
<td></td>
<td></td>
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#### Consultant Agreements

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<tr>
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<tr>
<td>5.1. Statutory Consultant Agreements (Use of private consultants, not an employee)</td>
<td>Department Head, HUB Office, University Contracts Officer</td>
<td>Procurement Director (&lt;$25k)</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>Subchapter B. Contracts over $25,000 must receive an approval from the CEO. (Agreements for outside counsel must comply with Section 14.2. below.)</td>
<td></td>
<td>AVP Financial Administration</td>
<td></td>
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<td>6. PROPERTY TRANSFER AGREEMENT (Inventoried and Non-inventoried items)</td>
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<td></td>
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<tr>
<td>6.1. Surplus Property Transfers</td>
<td>Department Head Accountable Property Officer Property Manager AVP Financial Administration</td>
<td>Property Manager SVPBA/President</td>
<td>TAMUS CFO/Treasurer</td>
</tr>
<tr>
<td>6.2. Transfer internally or to another TAMUS member</td>
<td>Department Head Accountable Property Officer Property Manager AVP Financial Administration</td>
<td>Property Manager SVPBA/President</td>
<td>TAMUS CFO/Treasurer</td>
</tr>
<tr>
<td>6.3. Transfer to another state agency</td>
<td>Department Head Accountable Property Officer Property Manager AVP Financial Administration</td>
<td>Property Manager SVPBA/President</td>
<td>TAMUS CFO/Treasurer</td>
</tr>
<tr>
<td>6.4. Personal Property with Restrictions (Including Indemnification on Acceptance) (Including Cash or Cash Equivalents) (System Policy 21.05)</td>
<td>Department Head VPASAIA SVPBA</td>
<td>SVPBA/President Board of Regents</td>
<td>SVPBA/President Board of Regents</td>
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7. REAL PROPERTY TRANSACTIONS – Real Estate Office

7.1. Acquisition of Real Property

7.1.1. Purchase of Real Property | SVPBA President | President (Requires Board of Regents approval through the Board of Regents) | Board of Regents |
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<tr>
<td>7.1.2. Condemnation of Real Property</td>
<td>SVPBA President</td>
<td>TAMUS Real Estate Office</td>
<td>Board of Regents</td>
</tr>
<tr>
<td>7.1.3. Gifts and Bequests of Real Property</td>
<td>Development SVPBA President</td>
<td>President (Requires Board of Regents approval through the TAMUS Real Estate Office)</td>
<td>Board of Regents</td>
</tr>
</tbody>
</table>

8. EMPLOYMENT AGREEMENTS

8.1. Offer Letters - Conditional letters of appointment to faculty

8.1.1. Appointment with Tenure (Rank of Associate Professor, Professor)
Department Head Dean Provost Human Resources SVPBA/President
Chancellor Board of Regents

8.1.2. Probationary Tenure Track Appointments (Rank of Assistant Professor, Associate Professor)
Department Head Dean Provost Human Resources SVPBA/President
Chancellor

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| 8.1.3. Non-Tenure Track Appointments (e.g. Visiting Faculty Titles, all lecture titles) | Department Head  
Dean  
Provost  
Human Resources  
SVPBA/President | Provost | N/A |
| 8.1.4. Faculty Appointments in Excess of 100% Efforts | Department Head  
Dean  
Provost  
SVPBA | Provost | SVPBA/President |
| 8.2. Other Employment Agreements | | | |
| 8.2.1. Staff Hires | Department Head  
Dean/Director  
Respective VP  
SVPBA | SVPBA | SVPBA/President |
| 8.2.2. Staff Over 100% | Department Head  
Dean/Director  
Respective VP  
SVPBA | SVPBA | SVPBA/President |
| 8.2.3. Athletic Directors & Coaches | SVPBA/President | SVPBA/President | SVPBA/President |
| 9. GRANTS & CONTRACTS FOR RESEARCH AND OTHER SPONSORED PROGRAMS | | | |
| 9.1. All Grants & Contracts for Research and Sponsored Programs | Department Head  
Respective VP | SVPBA | SVPBA/President |
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<td>SVPBA</td>
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### 10. FEDERAL & STATE REGULATORY AGREEMENTS

#### 10.1. Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies

- Department Head
- SVPBA

### 11. INTELLECTUAL PROPERTY AGREEMENTS (System Regulation 17.02.02 and System Policy 17.01)

#### 11.1. Patent License Agreement (Technology Transfer)

11.1.1. Invention/Software Copyright Disclosure

- Inventor
- VPRG S
- TAMUS Technology Commercialization
- TAMUS General Counsel
- TAMUS CFO/Treasurer

11.1.2. Patent Application and Prosecution

- Inventor
- VPRG S
- TAMUS Technology Commercialization
- TAMUS CFO and Treasurer

11.1.3. Patent Non-Disclosure Agreement

- TAMUS Technology Commercialization
- TAMUS General Counsel
- TAMUS Technology Commercialization

11.1.4. Material Transfer Agreement

- Researcher
- VPRG S
- TAMUS Technology Commercialization
- TAMUS General Counsel
- TAMUS CFO and Treasurer

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<td>11.2. PVAMU Collegiate Licensing</td>
<td>Director, Auxiliary Services VPAS University Contracts Officer</td>
<td>Procurement Director AVP Financial Administration SVPBA/President</td>
<td>SVPBA/President</td>
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<td>12. INTRA-SYSTEM AGREEMENTS</td>
<td>Commitment for the use/acquisition of resources from or to other System Members</td>
<td>Department Head University Contracts Officer SVPBA/President</td>
<td>SVPBA AVP Financial Administration SVPBA/President</td>
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<td>13. LEASE AGREEMENT</td>
<td>PVAMU as Lessee</td>
<td></td>
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<td>13.1. Real Property Lease</td>
<td>Rental of university owned facility and/or land for a specified period-five years or less</td>
<td>Department Head University Contracts Officer TAMUS Real Estate SVPBA/President</td>
<td>SVPBA AVP Financial Administration SVPBA/President</td>
</tr>
<tr>
<td>13.2. Equipment Lease/Purchase</td>
<td>Rental of equipment for PVAMU use with fixed option to purchase for a specified period-five years or less</td>
<td>Department Head University Contracts Officer TAMUS General Counsel SVPBA/President</td>
<td>SVPBA AVP Financial Administration SVPBA/President</td>
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<td>13.3. Equipment Lease (Rental)</td>
<td>Rental of equipment for PVAMU use for a specified period-five years or less</td>
<td>Department Head University Contracts Officer TAMUS General Counsel SVPBA/President</td>
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14. LEGAL COUNSEL

14.1. Litigation (System Policy 09.04)
All settlements shall have concurrence of the component CEO and the General Counsel and where required, the approval of the State Attorney General.

Approval to Settle
$0 - $100,000 General Counsel
$100,000-$300,000 Chancellor
Over $300,000 Board of Regents

14.2. Outside Legal Counsel (Regents Bylaws, Article III, Section 4 and System Policy 09.04.01).
The General Counsel acts as liaison to the Attorney General shall retain, manage, and approve all outside counsel for the System and its components.

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### Prairie View A&M University
**President’s Delegation of Authority for Contract Administration**

**Updated: February 2015**

#### Type of Contract | Routing for Departmental Review | Authorization to Execute Contracts $100,000 or less | Authorization to Execute Contracts $100,001 to $500,000
---|---|---|---
15. Memoranda of Agreement
   - Pledge of programmatic commitments
   - Typically academic in nature
   - 15.1. Cooperative Agreements
     - Department Head
     - Dean/Director
     - Provost
     - University Contracts Officer
     - SVPBA
   - 15.2. International Affairs Documents mutual obligations for international joint programs
     - Department Head
     - Dean
     - Provost
     - University Contracts Officer
     - SVPBA
   - 15.3. Work-Student Program Agreements
     - Director of Financial Aid and Scholarships
     - Provost
     - University Contracts Officer
     - SVPBA

16. Professional Services Agreements (PVAMU Acquiring Professional Services)
   - 16.1. Educational Testing Services
     - 16.1.1. GED Annual Contract
       - Department Head
       - Provost
       - University Contracts Officer
       - SVPBA

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<tr>
<td>16.2. Special Events Artistic Entertainment Performance Agreements</td>
<td>Department Head University Contracts Officer SVPBA</td>
<td>Procurement Director AVP Finance Administration SVPBA</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>16.3. Lecture/Seminar Speaker Agreements Use of non-faculty/staff to lecture or speak in support of institutional programs</td>
<td>Department Head University Contracts Officer SVPBA</td>
<td>Procurement Director AVP Finance Administration SVPBA</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>16.4. Statutory Professional Services Acquisition of professional services as defined by Texas Gov. Code, Sec. 2254.002 (accounting, architecture, optometry, medicine, land surveying, and professional engineering when performed within the scope of practices)</td>
<td>Department Head University Contracts Officer SVPBA</td>
<td>Procurement Director (≤$25k) AVP Financial Administration SVPBA</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>16.4.1. Total Cost of Services Professional Services (including travel and lodging)</td>
<td>Department Head University Contracts Officer SVPBA</td>
<td>Procurement Director (≤$25k) AVP Financial Administration SVPBA</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>17. PURCHASE AGREEMENTS (Non-Construction) (PVAMU Acquires Goods or Services) (Purchase of Outside Legal Counsel must comply with Section 14. of this document)</td>
<td>Department Head Procurement/Contract Officer SVPBA</td>
<td>Procurement Director AVP Financial Administration SVPBA</td>
<td>SVPBA/President</td>
</tr>
<tr>
<td>17.1. PVAMU Purchase Orders Purchase of goods or services from outside vendor using standard form promulgated by PVAMU Fiscal Office in compliance with statutory or regulatory purchasing requirements</td>
<td>Department Head Procurement/Contract Officer SVPBA</td>
<td>Procurement Director AVP Financial Administration SVPBA</td>
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See the full document for additional details.
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<tr>
<td>17.2.1. Purchase with Equipment</td>
<td>Department Head</td>
<td>Procurement/Contract Officer</td>
<td>SVPBA</td>
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<td></td>
<td>Procurement/Contract Officer</td>
<td>SVPBA</td>
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<td>17.2.2. Stand Alone Purchase</td>
<td>Department Head</td>
<td>Procurement/Contract Officer</td>
<td>SVPBA</td>
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<td>17.3. Vendor Purchase Orders</td>
<td>Department Head</td>
<td>Procurement/Contract Officer</td>
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<td></td>
<td>Procurement/Contract Officer</td>
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<td>17.4. Software License Agreement</td>
<td>Department Head</td>
<td>Procurement/Contract Officer</td>
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<td>17.5. Memberships Agreement</td>
<td>Department Head</td>
<td>Procurement/Contract Officer</td>
<td>SVPBA</td>
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<td></td>
<td>Procurement/Contract Officer</td>
<td>SVPBA</td>
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<td>17.6. Library Acquisitions</td>
<td>Director of Library</td>
<td>Procurement/Contract Officer</td>
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<td>Department Head Procurement/Contract Officer SVPBA</td>
<td>Procurement Director AVP Financial Administration SVPBA</td>
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<td>17.8. Partial Sale, Partial Gift Purchase (See System Policy 21.05) Required Board of Regent approval for final acceptance of the gift</td>
<td>Department Head Respective VP Procurement/Contract Officer SVPBA</td>
<td>Board of Regents</td>
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<td>18. SALES AGREEMENTS (PVAMU Provides Goods or Services or Transfers Property Rights)</td>
<td>Department Head Procurement/Contract Officer SVPBA</td>
<td>Procurement Director AVP Financial Administration SVPBA</td>
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<td>18.1. Advertising Agreements Promotional or sponsor agreements relating to advertising media</td>
<td>Department Head Procurement/Contract Officer SVPBA</td>
<td>Procurement Director AVP Financial Administration SVPBA</td>
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<td>18.2. Commercial Product/Promotion Availability Agreements -Vending &amp; Commercial Concessions</td>
<td>Director of Student Center Operations Purchasing Agent Contract Officer VPAS SVPBA</td>
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Real Estate License | Senior Building Occupant  
Senior Building Occupant | SVPBA/President  
SVPBA/President | SVPBA/President  
SVPBA/President |
| 18.3.1. Limited Duration Right to use Site | | | |
| 18.3.2. Concessions Agreement  
Student Organization sponsored vendor space and facilities limited use agreement | Procurement/Contract Officer  
Privatized Housing Contractor | Procurement Director  
AVP Financial Administration  
Privatized Housing Contractor | N/A |
| 18.4. Housing Agreement  
Rental or lease of University owned housing  
(Residential lease or licenses that do not transfer any ownership interests) | Procurement/Contract Officer  
SVPBA  
Privatized Housing Contractor | Procurement Director  
AVP Financial Administration  
SVPBA  
Privatized Housing Contractor | N/A |
| 18.4.1. Residence Hall  
On-campus Student Housing | | | |
| 19. SPECIAL EVENTS | | | |
| 19.1. Conference/Short-Course | Department Head  
Dean  
Respective Vice President  
Procurement/Contract Officer  
SVPBA | AVP Financial Administration  
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<td>20.1. Non-Research or Sponsored Program Commitment for use/acquisition Provision of resources from or to another state agency</td>
<td>Department Head Dean Respective Vice President Procurement/Contract Officer SVPBA</td>
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