

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY RULE**



**25.07.99.P1 Contract Administration**  
Approved July 29, 1998  
Revised February 13, 2015  
Revised September 19, 2016  
Reviewed May 31, 2018  
Reviewed April 22, 2020  
Next Scheduled Review: April 2025

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**Rule Statement**

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The Prairie View A&M University (PVAMU) Contract Administration Rule is promulgated pursuant to System Policy [25.07 Contract Administration](#) and System Regulation [25.07.01 Contract Administration Delegations and Reporting](#) and constitutes the provisions that govern the administration of PVAMU contracting authority.

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**Reason for Rule**

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The purpose of this Rule is to assist PVAMU employees with compliance in regard to the rules that govern the administration of PVAMU contracting authority.

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**Official Procedures and Responsibilities**

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**1. GENERAL**

- 1.1 This Rule establishes the process for contract origination, recommendation, approval, execution, administration, contract close-out, and contract reporting requirements for PVAMU personnel as it relates to committing the University to the performance of any act.
- 1.2 Delegations of authority pursuant to this Rule are valid only if submitted to the System Office of Budgets and Accounting in accordance with System Regulation [25.07.01 Contract Administration Delegations and Reporting](#) or if expressly delegated in writing by the President or designee.
- 1.3 Contracts are construed to include, but not be limited to the following: advertising agreements, affiliation agreements, affiliation service agreements, athletic agreements, consultant agreements, donor agreements, employment agreements, other instructional agreements, Federal and State grant program agreements, Federal and State regulatory agreements, intellectual property agreements, intra-system agreements, lease agreements, legal settlements, memoranda of agreement, professional services agreements, purchase agreements (including purchase orders), sales agreements, special event

agreements, interagency agreements, and amendments, alterations, modifications, corrections, and extensions of such contracts.

- 1.4 With respect to research and sponsored project agreements, approval of and signature on a contract constitutes approval to establish an operating budget (not to exceed the consideration of the contract) without further approval.
- 1.5 The Senior Vice President for Business Affairs (SVPBA) will serve as the University Contracts Officer and is responsible for creating and maintaining a well-defined administrative control environment that assures management exercises its fiduciary responsibilities when executing contracts on behalf of PVAMU.
- 1.6 A contract or request for a contract (which may consist of a contract provided by a vendor, sponsor, or other third party) must originate from one of the following: a principal investigator, department head, dean, director, vice president, or the president.
- 1.7 The department head/budget authority approving and recommending the contract certifies by his/her signature that he/she has the necessary resources under his/her purview to meet all resource commitments. To ensure that the department head/budget authority and his/her subordinates are knowledgeable of all commitments contained in the contract and contract administration roles and responsibilities, a [Contract Routing and Approval Coversheet](#) must be used.
- 1.8 For purposes of this Rule, all contracts, except those specifically assigned in the President's Delegation of Authority for Contract Administration to be processed by other offices (i.e., employment, sponsored research, intellectual property, real estate, major construction, and donor agreements) will be routed through the Office of Procurement and Disbursement Services.
- 1.9 The Office of Procurement and Disbursement Services is responsible for managing contracts in accordance with the System Contract Management Handbook, reviewing contract terms in accordance with the Office of General Counsel's guidelines; coordinating the execution of contracts; and, maintaining contracts in accordance with the University's [Records Retention Schedule](#).
- 1.10 In accordance with the requirements of System Policy [25.07 Contract Administration](#), the Office of Procurement and Disbursement Services is responsible for the administrative management of all University contracts. The processes for managing various contracts based upon assessed risk to the University are outlined below.
  - 1.10.1 For each contract, the contract administrator shall: (1) verify receipt of all goods and services; (2) verify that all outstanding issues are resolved with the contractor; and, (3) verify final payment has been made to the contractor in accordance with the contract terms.
  - 1.10.2 For each major contract, as identified by the Office of Procurement and Disbursement Services, the contract administrator is required to perform the roles and responsibilities outlined in the [Contract Routing and Approval Coversheet](#) and monitor all financial and operational elements of the contract. Contract administrators for these contracts are required to

formally close out the contract upon contract termination, by submitting a final Contract Monitoring Form and the [Contract Close-Out Checklist](#) to the Office of Procurement and Disbursement Services.

## **2. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL**

- 2.1 Contracts requiring Board of Regents approval shall be forwarded through the University Contracts Officer, who will be responsible for preparing the agenda item and assembling the appropriate supporting documentation. All agenda items shall be submitted to the Office of the Chancellor through the Office of the President.
- 2.2 Such contracts will be signed by the Chancellor and/or the President, as specified in the approved Board Minute Order.

## **3. CONTRACTS REQUIRING CHANCELLOR APPROVAL**

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

## **4. REVIEWS BY OFFICE OF GENERAL COUNSEL**

- 4.1 The University Contracts Officer is responsible for requesting the Office of General Counsel to review and approve contracts pursuant to the requirements set forth in System Policy [25.07 Contract Administration](#).

## **5. PRESIDENT'S DELEGATION OF AUTHORITY**

- 5.1 In accordance with System Policy [25.07 Contract Administration](#), the President may delegate authority to approve and sign specific contracts, but retains overall responsibility for each contract.
- 5.2 The President has delegated authority to approve and sign certain contracts. A list of these delegations is outlined in the [CEO's Delegation of Authority for Contract Administration](#).
  - 5.2.1 In accordance with System Regulation [25.07.01 Contract Administration Delegations and Reporting](#), the [CEO's Delegation of Authority for Contract Administration](#) will be updated annually and submitted to the System Office of Budgets and Accounting for review and approval.
  - 5.2.2 Each Vice President, Dean, Director and Department Head is responsible for ensuring that all contracts are processed through the appropriate administrative channels for review and approval, as indicated in the [CEO's Delegation of Authority for Contract Administration](#).
  - 5.2.3 The SVPBA or his/her designee(s) will review all contracts, coordinate the requisite reviews with the appropriate System Offices and verify compliance with the [CEO's Delegation of Authority for Contract Administration](#).

## 6. CONTRACT REPORTING REQUIREMENTS

- 6.1 Contract reporting will be performed in accordance with System Regulation [25.07.01 Contract Administration Delegations and Reporting](#).
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### **Related Statutes, Policies, Regulations and Rules**

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[System Policy 25.07 Contract Administration](#)

[System Regulation 25.07.01 Contract Administration Procedures and Delegations](#)

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### **Contact Office**

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Office of Procurement and Disbursement Services      936-261-1900

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