

Prairie View A&M University
THE TEXAS A&M UNIVERSITY SYSTEM
CEO's Delegation of Authority for Contract Administration
Fiscal Year 2022

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 Vice Chancellor for Business Affairs or Executive Director, Budgets and Accounting 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.

Notes:

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in system policies or 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. The Contracts Office will facilitate the routing of contracts to OGC.
- 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 a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
 - 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 comply 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 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds.
- 6 Questions regarding contract administration should be directed to the PVAMU Contracts Office as outlined in PVAMU Rule 25.07.99.P1, Contract Administration.

Legend:

Acad.	Academic	IPO	International Programs Office
Asst.	Assistant	MARCOMM	Marketing & Communications
AD	Athletic Director	OGC	Office of General Counsel
AVC	Associate Vice Chancellor	OSP	Office of Sponsored Programs
AVP-AS	Assistant Vice President, Auxiliary Services	OSP-DRS	Office of Sponsored Program, Department of Research Services
AVP-FRM	Assistant Vice President, Facilities & Risk Management	SERO	System Energy Resource Office
AVP-FMS	Assistant Vice President, Financial Management Services	SOBA	System Office of Budgets & Accounting
AVPR	Assistant Vice President for Research	SP	System Policy
BOR	Board of Regents	SR	System Regulation
CAO	Chief Academic Officer	SREO	System Real Estate Office, a function of OGC
CEO	Chief Executive Officer	System	The Texas A&M University System
CFO	Chief Financial Officer	TTC	AVC, Texas A&M System Technology Commercialization
CIO	Chief Information Officer	PI	Principal Investigator/Research
DIPC	Director of Inventory & Property Control	VCBA	Vice Chancellor for Business Affairs
DPC	Director, Procurement & Contracts	VP	Vice President
ED	Executive Director	VPD	Vice President for Development
ED-PDSV	Executive Director, Procurement & Disbursement Services	VPEM	Vice President for Enrollment Management
ECO	Export Control Officer	VPR	Vice President for Research
IRM	Information Resource Management	VPASA	Vice President for Student Affairs
HUB	Historically Underutilized Business Office		

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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 MARCOMM or Human Resources (as applicable) Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) 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 and Federal, State, or Local Governmental Entities	<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"> VPEM Contract Office 	<ul style="list-style-type: none"> CAO/CEO 	<ul style="list-style-type: none"> CAO/CFO/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/Asst.Contract Office	<ul style="list-style-type: none">DPC (\$50,000 or below)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/Asst.Contract Office	<ul style="list-style-type: none">DPC (\$50,000 or below)ED-PDSV/AVP-FMS	<ul style="list-style-type: none">CFO/CEO
4.2	Athletic Event Sponsorship	<ul style="list-style-type: none">AD/Asst.Contract Office	<ul style="list-style-type: none">DPC (\$50,000 or below)ED-PDSV/AVP-FMS	<ul style="list-style-type: none">CFO/CEO
4.3	Transportation Purchase Order Contracts	<ul style="list-style-type: none">Dept. Head/AD/Asst.Contract Office	<ul style="list-style-type: none">DPC (\$50,000 or below)ED-PDSV/AVP-FMS	<ul style="list-style-type: none">CFO/CEO
4.4	Hotel Purchase Order Contracts	<ul style="list-style-type: none">Dept. Head/AD/Asst.Contract Office	<ul style="list-style-type: none">DPC (\$50,000 or below)ED-PDSV/AVP-FMS	<ul style="list-style-type: none">CFO/CEO(Per TAMUS 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.
4.6	Recreational Sports Event Sponsorship	<ul style="list-style-type: none">Dean/DirectorArea VPContract Office	<ul style="list-style-type: none">DPC (\$50,000 or below)ED-PDSV/AVP-FMS	<ul style="list-style-type: none">CFO/CEO
5. COLLECTION AGENCY AGREEMENTS				
5.1	Collection of Accounts (See 5.1.1 below). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.			
	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 HeadContract OfficeED-PDSV	<ul style="list-style-type: none">CEO/CFO 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/DirectorArea VPAVP-FRMHUBContract 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 • AVP-FRM • 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"> • Dean/Director • Area VP • AVP-FRM • 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.
7.2	Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	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 (<i>including indemnification</i>) on Acceptance (<i>including cash or cash equivalents</i>) See SP 21.05.	<ul style="list-style-type: none"> • Development Office • VPD • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO • CFO/CEO
8.2	Real Property (<i>including all bequests</i>) <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.
8.3	Intellectual Property Gifts	See Section 16.13 herein	See Section 16.3 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1	Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)		
9.1.1	Approval of Appointment Offers – Tenure with Appointment (<i>Rank of</i>	<ul style="list-style-type: none"> • Acad. Dept. Head • Dean • CAO 	<ul style="list-style-type: none"> • CEO • Chancellor • BOR • CEO • Chancellor • BOR

<i>Professor, Associate Professor)</i>			
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (<i>Rank of Associate Professor, Assistant Professor, Instructor</i>)	<ul style="list-style-type: none"> • 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 (<i>e.g. Visiting Faculty Titles & Lecturer Titles</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
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<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
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	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO

changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>			
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	<u>For Continuing Education:</u> <ul style="list-style-type: none"> • Acad. Dept. Head/Director • Dean • Contract Office <u>For Continuing Education Office for Extension Education:</u> <ul style="list-style-type: none"> • Director • Dean • Area VP • Contract Office 	<ul style="list-style-type: none"> • VPEM/CAO 	<ul style="list-style-type: none"> • CAO/CEO
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"> • 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 – Benefits Administration				
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>TAMUS 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 TAMUS-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 TAMUS - Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUS - 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
11.2.1	Rental Vehicles <i>(Non- TAMUS Lessee)</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
11.2.2	Equipment	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<i>TAMUS as Lessee</i>				
11.3	Equipment Lease with Purchase Option <i>Rental of equipment for TAMUS use with fixed option to purchase within a specified period (five years or less).</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
11.4	Equipment Lease (Rental) <i>Rental of equipment for TAMUS use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> Dean/Director Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO
12. FEDERAL & STATE REGULATORY AGREEMENTS				

12.1	Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
13. FINANCIAL CONTRACTS – Treasury Services				
13.1	System Depositories (SP 22.02)	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office
13.2	Investment Management (SP 22.02)			
13.2.1	Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office
13.2.2	Investment Management (SP 22.02)	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office
13.3	Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1	Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office
13.3.2	Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office
13.4	Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office 	<ul style="list-style-type: none"> • System Treasury Office
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)				
14.1	Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> • See Section 24.1 herein. 	<ul style="list-style-type: none"> • See Section 24.1 herein. 	<ul style="list-style-type: none"> • See Section 24.1 herein.
14.2	Student Financial Aid	<ul style="list-style-type: none"> • Student Financial Aid Director • VPEM • 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)
14.3	Funding Agreements (Academic)	<ul style="list-style-type: none"> • PI • Dean/Director • Contract Office • 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 (Non-Academic; Non-Sponsored Research)	<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
15.4	Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</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) – out-bound licensing, sale, or transfer of Intellectual Property.				
16.1	Technology Transfer			
16.1.1	Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> • IP Creator • VPR • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • TTC • Approved by CEO 	<ul style="list-style-type: none"> • TTC • Approved by CEO
16.1.2.1	Non-Patent License Agreement (Technology Transfer) (System controlled or owned) (trade secrets; non-	<ul style="list-style-type: none"> • IP Creator • VPR • TTC 	<ul style="list-style-type: none"> • TTC • Approved by CEO 	<ul style="list-style-type: none"> • TTC • Approved by CEO

patentable inventions/know-how); Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> Contract Office OGC 		
16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights	<ul style="list-style-type: none"> IP Creator VPR Contract Office 	<ul style="list-style-type: none"> CFO/CEO 	<ul style="list-style-type: none"> CFO/CEO
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> Dean/Director Area VP Contract Office OGC 	<ul style="list-style-type: none"> System CFO 	<ul style="list-style-type: none"> System CFO
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> VPR CFO TTC Contract Office OGC 	<ul style="list-style-type: none"> TTC Approved by CEO 	<ul style="list-style-type: none"> TTC Approved by CEO
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> VPR CFO Contract Office 	<ul style="list-style-type: none"> CFO/CEO 	<ul style="list-style-type: none"> CFO/CEO
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein	See Section 22.3 herein	See Section 22.3 herein
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> Researcher/IP Creator VPR TTC Contract Office OGC 	<ul style="list-style-type: none"> TTC Approved by CEO 	<ul style="list-style-type: none"> TTC Approved by CEO
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> Researcher /IP Creator VPR Contract Office 	<ul style="list-style-type: none"> CFO/CEO 	<ul style="list-style-type: none"> CFO/CEO
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> IP Creator VPR CFO TTC Contract Office OGC 	<ul style="list-style-type: none"> TTC Approved by CEO 	<ul style="list-style-type: none"> TTC Approved by CEO

16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • IP Creator • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • TTC • Approved by CEO 	<ul style="list-style-type: none"> • TTC • Approved by CEO
16.1.7.1 Assignment of Intellectual Property to Third Party (<i>IP does not exist at time of Sponsored Research Agreement</i>)	<ul style="list-style-type: none"> • IP Creator • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • OSP-DRS • Upon creation of IP, assignment executed by TTC 	<ul style="list-style-type: none"> • OSP-DRS • Upon creation of IP, assignment executed by TTC
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • IP Creator • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • Chancellor via OGC process • Assignment executed by TTC 	<ul style="list-style-type: none"> • Chancellor via OGC process • Assignment executed by TTC
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • IP Creator • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • TTC • Approved by CEO 	<ul style="list-style-type: none"> • TTC • Approved by CEO
16.1.9 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>))	<ul style="list-style-type: none"> • IP Creator • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • TTC • Approved by CEO 	<ul style="list-style-type: none"> • TTC • Approved by CEO
16.1.10 Material Transfer Agreement NOT covering System Intellectual Property	<ul style="list-style-type: none"> • VPR • CFO • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • VPR • CFO 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

	<ul style="list-style-type: none"> • TTC • Contract Office 		
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creator • VPR • CFO • TTC • Contract Office 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creator • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • /CEO
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • VPR • CFO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO
16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • IP Creator • VPR • TTC • Contract Office • OGC for trademarks 	<ul style="list-style-type: none"> • TTC • CEO approves expenses 	<ul style="list-style-type: none"> • TTC • CEO approves expenses
16.2.5 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> • IP Creator • VPR • TTC • Contract Office • OGC for trademarks 	<ul style="list-style-type: none"> • TTC • CEO approves expenses 	<ul style="list-style-type: none"> • TTC • CEO approves expenses
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • Director/Asst., MARCOMM 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO

	<ul style="list-style-type: none"> Contract Office 		
16.4 Nondisclosure/Confidentiality Agreements			
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property	<ul style="list-style-type: none"> VPR TTC OGC Contract Office 	<ul style="list-style-type: none"> TTC Approved by CEO 	<ul style="list-style-type: none"> TTC Approved by CEO
16.4.2 Nondisclosure/Confidentiality Agreements Not Related to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	See Section 24.5
16.5 (Deleted as Not Related to this Section 16, Intellectual Property)	•	•	•
16.6 (Deleted as Not Related to this Section 16, Intellectual Property)	•	•	•
16.7 (Deleted as Not Related to this Section 16, Intellectual Property)	•	•	•
16.8 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i>)	<ul style="list-style-type: none"> VPR TTC Contract Office OGC 	<ul style="list-style-type: none"> TTC Approved by CEO 	<ul style="list-style-type: none"> TTC Approved by CEO
16.9 Business Entity to Commercialize System Intellectual Property			
16.9.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> IP Creator VPR CEO TTC Contract Office OGC 	<ul style="list-style-type: none"> Chancellor via OGC Process 	<ul style="list-style-type: none"> Chancellor via OGC Process

16.9.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • IP Creator • VPR • CEO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • Chancellor via OGC Process 	<ul style="list-style-type: none"> • Chancellor via OGC process
16.10 Intellectual Property Gifts			
16.10.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • VPR • CEO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • CEO • TTC • SOBA • OGC 	<ul style="list-style-type: none"> • CEO • TTC • SOBA • OGC
16.10.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • VPR • CEO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • CEO • TTC • SOBA • OGC 	<ul style="list-style-type: none"> • CEO • TTC • SOBA • OGC
16.10.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • VPR • CEO • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • CEO • TTC • SOBA • OGC 	<ul style="list-style-type: none"> • CEO • TTC • SOBA • OGC
16.10.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • VPR • CEO • Contract Office • If IP is a patent, then OGC and TTC 	<ul style="list-style-type: none"> • CEO • If IP is a patent, then SOBA, OGC and TTC 	<ul style="list-style-type: none"> • CEO • If IP is a patent, then SOBA, OGC and TTC
16.11 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • VPR • TTC • Contract Office • OGC 	<ul style="list-style-type: none"> • TTC • Approved by CEO 	<ul style="list-style-type: none"> • TTC • Approved by CEO
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO

	<i>STATE AGENCY governed by Texas Government Code Chapter 771</i>			
17.2	<i>Inter-Local Agreements 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"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
18. INTRA-SYSTEM AGREEMENT				
18.1	<i>Intra-System Agreement 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"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
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 TAMUS 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"> • Area VP • OGC • Chancellor • BOR • Contract Office 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
19.2	<i>Outside Legal Counsel 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 • Contract Office • OGC 	<ul style="list-style-type: none"> • CFO/CEO 	<ul style="list-style-type: none"> • CFO/CEO
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC				
20.1	<i>General Memorandum of Agreement or Understanding (Letter Agreement) Documents programmatic commitments between TAMUS and non-TAMUS entities; contracts to perform educational and service</i>	<ul style="list-style-type: none"> • Acad. Dept. Head • Dean/Director • Contract Office 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO

	<i>activities consistent with the TAMUS mission.</i>			
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 	<ul style="list-style-type: none"> • CAO/CEO 	<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 • ECO • Contract Office 	<ul style="list-style-type: none"> • CAO/CEO (Academic Related) • CFO/CEO (Business Related) 	<ul style="list-style-type: none"> • CAO/CEO (Academic Related) • CFO/CEO (Business Related)
20.4	International Study Abroad Program	<ul style="list-style-type: none"> • Acad. Dept. Head • Dean/Director • IPO • Contract Office 	<ul style="list-style-type: none"> • CAO/CEO 	<ul style="list-style-type: none"> • CAO/CEO
20.5	Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUS' students.</i>	<ul style="list-style-type: none"> • Acad. Dept. Head • Dean/Director • Contract Office 	<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"> • Director, Student Financial Aid • Director, Human Resources • Contract Office 	<ul style="list-style-type: none"> • VPEM/CAO/CEO 	<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) <i>Documents commitments between TAMUS and non-TAMUS entities that are non-academic in nature.</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
22. PURCHASE AGREEMENTS (TAMUS acquiring goods and services not addressed in Section 27)				
22.1	TAMUS Purchase Orders <i>Purchase of goods or services from outside vendor using</i>	<ul style="list-style-type: none"> • Acad. Dept. Head/Director • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO (Per System Policy 25.07, unlimited signature authority)

	<i>standard forms promulgated by TAMUS, which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>			
22.2	Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> Acad. Dept. Head/Dean/Director Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) 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 <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1	Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> Acad. Dept. Head/Dean/Director ED Academic Technology IRM Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.3.2	System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> Acad. Dept. Head/Dean/Director ED Academic Technology IRM Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.3.3	Intellectual Property (not through TTC) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> Acad. Dept. Head/Dean/Director ED Academic Technology IRM TTC/OGC Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) 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.</i>	<ul style="list-style-type: none"> Acad. Dept. Head/Dean/Director Area VP/CEO 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO
22.4.1	Professional/Service Associations	<ul style="list-style-type: none"> Acad. Dept. Head/Dean/Director Area VP/CEO 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO (Per System Policy 25.07, unlimited signature authority)

	<i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>			
22.4.2	Social/Individual <i>Purchase by TAMUS 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/CEO 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO (Per System Policy 25.07, unlimited signature authority)
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 Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) 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>TAMUS library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> Director of Library Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO (Per System Policy 25.07, unlimited signature authority)
22.7	Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> Director of Student Center Operations AVP-AS Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) 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"> DPC (\$50,000 or below) 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 22.05, §3)	<ul style="list-style-type: none"> Acad. Dept. Head Dean/Director Area VP VPD 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"> Area VP AVP-FMS Contract Office 	<ul style="list-style-type: none"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO

22.11	Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none">• Acad. Dept. Head• Dean/Director• Contract Office	<ul style="list-style-type: none">• DPC (\$50,000 or below)• ED-PDSV/AVP-FMS	<ul style="list-style-type: none">• CFO/CEO• (Per System Policy 25.07, unlimited signature authority)
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">• CEO• SREO and/or SERO• OGC	<ul style="list-style-type: none">• BOR approval required if consideration is over \$1,000,000• Chancellor or CFO approves and executes purchases of \$1,000,000 or less	
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">• CEO• SREO• OGC• Chancellor or CFO	<ul style="list-style-type: none">• Chancellor, CFO or General Counsel executes all documents (after BOR approval)	
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">• VPD• CEO• SREO and/or SERO• OGC• SOBA• Contract Office	<ul style="list-style-type: none">• CEO can accept after approval of OGC and SOBA• CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices	
23.4	Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <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">• CEO• SREO and/or SERO• OGC	<ul style="list-style-type: none">• Chancellor or CFO executes after BOR approval, if necessary	
23.5	Lease of Real Property			
	23.5.1 TO 3 rd Parties <ul style="list-style-type: none">○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review</i>	<ul style="list-style-type: none">• Dean/Director• Area VP• CEO/CFO• SREO	<ul style="list-style-type: none">• CEO/CFO if term of 5 years or less; Chancellor or CFO if property assigned to System Offices or if Lease approved by BOR	

¹ 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.

<p><i>leases as required by SR 41.01.01, §5.</i></p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> OGC Chancellor or CFO (if property assigned to System Offices) Contract Office 	
<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 SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> CEO SREO OGC ED-PDSV Contract Office 	<ul style="list-style-type: none"> CEO, Chancellor or CFO depending on term, amount and property assignment. CEO/CFO if term of 5 years or less; <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> 5 yrs. or less/\$500,000 or less – CEO or CFO 10 yrs. or less/over \$500,000 to \$1,000,000–Chancellor or CFO More than 10 yrs. or greater than \$1,000,000 – BOR
<p>23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> CEO SREO OGC Contract Office 	<ul style="list-style-type: none"> CEO/CFO
23.6 Easements (SP 41.01, §6)		
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> CEO SREO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction
<p>23.6.2 System as Grantee (easement across 3rd party's property) (Requires BOR approval if over \$300,000)</p>	<ul style="list-style-type: none"> CEO SREO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction Chancellor or CFO (if BOR approval required)
<p>23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)</p>	<ul style="list-style-type: none"> CEO SREO OGC 	<ul style="list-style-type: none"> Chancellor or CFO executes after BOR approval
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"> • VPSA/Asst. • CEO • SREO • OGC • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO
23.7.2	Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • VPSA/Asst. • CEO • SREO • OGC • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO
23.7.3	Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • VPSA/Asst. • CEO • SREO • OGC • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO
23.7.4	Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • N/A • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO
23.8	Other Grants of Rights Related to Real Property		
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/AD • AVP-FRM • CEO/CFO • SREO • OGC • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices
23.8.2	Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • AVP-FRM • CEO/CFO • SREO • OGC • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO • VCBA or Managing Counsel, Property & Construction
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.).	<ul style="list-style-type: none"> • Dean/Director/AD • AVP-FRM • CEO/CFO • SREO • OGC • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices

See SP 41.01.01, §12.2		
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • SERO • OGC 	<ul style="list-style-type: none"> • Chancellor or CFO
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> • SERO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV or Managing Counsel, Property & Construction
23.8.6 Other Documents (i.e. Surface Use Agreements; Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Non-Disclosure/Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • CEO/CFO • SREO and/or SERO • OGC • Contract Office 	<ul style="list-style-type: none"> • CEO/CFO • VCBA or Managing Counsel, Property & Construction
23.8.7 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or CFO
23.8.8 Broker/Agency Representation and Listing Agreements; Non-	<ul style="list-style-type: none"> • CEO/CFO • SREO • OGC 	<ul style="list-style-type: none"> • CEO/CFO • VCBA

binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> Contract Office 		
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> CEO/CFO AVP-FRM SREO Contract Office OGC 	<ul style="list-style-type: none"> CEO/CFO VCBA or Managing Counsel, Property & Construction 	
24. RESEARCH AGREEMENTS			
<ul style="list-style-type: none"> 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, cooperative agreements, and consortium agreements</i> 	<ul style="list-style-type: none"> PI Acad. Dept. Head Dean/Director OSP 	<ul style="list-style-type: none"> OSP-DRS AVPR VPR (Per System Policy 25.07, unlimited signature authority) 	<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 	<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 	<ul style="list-style-type: none"> AVPR VPR CFO CEO (Per System Policy 25.07, unlimited signature authority)
24.4 Teaming Agreements	<ul style="list-style-type: none"> PI Acad. Dept. Head Dean/Director OSP 	OSP-DRS	<ul style="list-style-type: none"> AVPR VPR CFO CEO

24.5	Non-disclosure/Confidentiality 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 	<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 (Per System Policy 25.07, unlimited signature authority)
24.8	Intellectual Property Agreements (Not through TTC)	<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)
24.9	Misc. Research Agreements and agreements ancillary to research agreements. <i>Includes Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; etc.</i>	<ul style="list-style-type: none"> PI Acad. Dept. Head Dean/Director CEO/CFO (Facility Use Agreements) OSP 	<ul style="list-style-type: none"> OSP-DRS CEO/CFO (Facility Use Agreements) 	<ul style="list-style-type: none"> AVPR VPR CFO CEO
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"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO
26. SALES AGREEMENTS (TAMUS providing goods or services)				
26.1	Consultant/Professional Service Agreements (non-statutory) <i>TAMUS 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"> DPC (\$50,000 or below) ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> CFO/CEO
26.1.1	Intellectual Property Agreements (Not through TTC)	<ul style="list-style-type: none"> Dean/Director 	<ul style="list-style-type: none"> DPC (\$50,000 or below) 	<ul style="list-style-type: none"> CFO/CEO

	<ul style="list-style-type: none"> • Area VP • Contract Office 	<ul style="list-style-type: none"> • ED-PDSV/AVP-FMS • CFO/CEO 	
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	• 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 • Contract Office 	<ul style="list-style-type: none"> • DIPC • ED-PDSV/AVP-FMS 	• CFO/CEO
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Asset Owner • Fixed Asset Office • Contract Office 	• ED-PDSV/AVP-FMS	• CFO/CEO
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Asset Owner • Fixed Asset Office • Contract Office 	• ED-PDSV/AVP-FMS	• CFO/CEO
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Asset Owner • Fixed Asset Office • Contract Office 	• ED-PDSV/AVP-FMS	• CFO/CEO
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	• CFO/CEO
27. SERVICES AGREEMENTS (TAMUS 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"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	• 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"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	• 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"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	• CFO/CEO
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment	<ul style="list-style-type: none"> • Acad. Dept. Head • Dean/Director 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	• CFO/CEO

	Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • AVP-FRM • Contract Office 		
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"> • DPC (\$50,000 or below) • 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"> • DPC (\$50,000 or below) • 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 19herein.</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Procurement Office • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • 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"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27.8	Student Medical Services	<ul style="list-style-type: none"> • ED-Student Health Services • VPSA • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
27.9	Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • 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 • Area VP • AVP-FRM • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • 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 • Area VP • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO
29. UNCLASSIFIED AGREEMENTS				
29.1	Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	<ul style="list-style-type: none"> • Dean/Director • Area VP • Contract Office 	<ul style="list-style-type: none"> • DPC (\$50,000 or below) • ED-PDSV/AVP-FMS 	<ul style="list-style-type: none"> • CFO/CEO