

25.07.99.E1 Delegation of Authority and Contract Administration

Approved September 21, 2016
Next Scheduled Review: September 21, 2021

Supplements System Policy 25.07, Regulation 25.07.01

Rule Statement

This rule outlines requirements for contract administration procedures to include specific delegations of authority for contracts. These delegations also encompass employment contracts, contracts and grants for research, and contracts for activities consistent with the mission of the Texas A&M Engineering Experiment Station (TEES).

Reason for Rule

This rule is required by System Policy 25.07.

Procedures and Responsibilities

1. GENERAL

The process for contract origination, recommendation, approval, execution, administration, close out and contract reporting is outlined in the following two documents:

- (a) Delegation of authority within TEES is specified in the TEES Delegation of Authority for Contract Administration, which identifies the individuals routed through and authorized to approve documents in accordance with the TEES Delegation of Authority.
- (b) Contracts will be managed appropriately by the Contracting Officer or Purchasing Manager in accordance with the System Contract Management Handbook.

Related Statutes, Policies, or Requirements

[Policy 25.07, Contract Administration](#)

[Regulation 25.07.01, Contract Administration, Delegations, and Reporting](#)

[System Contract Management Handbook](#)

[TEES Delegation of Authority for Contract Administration](#)

Definitions

Unless otherwise stated, all terms used in this rule shall have the meaning assigned by System Policy 25.07.

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