

**Texas A&M Engineering Experiment Station  
CEO's Delegation of Authority for Contract Administration  
Fiscal Year 2025**

**General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts 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. Furthermore, in accordance with System Policy 25.07, §6, the Chancellor has deleted to CEOs the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and CEOs may delegate such authority to designees.

In accordance with System Policy 25.07.01, *Contract Administration, Delegations and Reporting*, the Delegation of Authority for Contract Administration for all contracts is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Deputy Chancellor or Chief Administrative Officer is delegated the authority to execute the contract.

\*Please be aware that the monetary categories noted in the below delegation of authority are subject to Board of Regents approval for certain contracts in accordance with System policies and regulations. In accordance with System Policy 25.07, §2, 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. Such dollar threshold does not apply to contracts described in System Policy 25.07, §3.

**Legend:**

Asst.	Assistant	PD	Executive Director, Procurement
Assoc.	Associate	PI	Principal Investigator/Research
AVC	Associate Vice Chancellor	RCOM	Research Compliance Office
BOR	Board of Regents	RSO	Research Security Office
CAO	Chief Administrative Officer	S-CFO	System Chief Financial Officer
CEO	Chief Executive Officer	SLMO	System Land Management Office
CIO	Chief Information Officer	SOBA	System Office of Budgets & Accounting
CO	Contracting Officer/Director and Asst. Director of Contracts	SP	System Policy
COO	Chief Operating Officer	SR	System Regulation
DCIO	Deputy Chief Investment Officer	SREO	System Real Estate Office

ECO	Export Control Officer	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
ED-BA	Executive Director, Business Affairs	SYCO	System Marketing & Communications
FPC	Facilities, Planning & Construction	System	The Texas A&M University System
FPC-CFO	Chief Facilities Officer	TI	Texas A& M Innovation
HUB	Historically Underutilized Businesses	VCBA	Vice Chancellor for Business Affairs
IP	Intellectual Property	VCR	Vice Chancellor for Research
IRB	Institutional Review Board		
LMO	System Land Management Office		
OGC	Office of General Counsel		

**Notes:**

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$200,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency, unless exempted under the OGC contract review procedures and checklist that have been approved by the chancellor.
- 2 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.
- 3 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.
- 4 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. Please forward copies of all agreements to System Contract Management to ensure proper reporting is completed.
- 5 Questions regarding contract administration should be directed to the Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, *Contract Administration*.
- 6 University does not recognize contracts signed by TEES employees or agents as binding on the University unless the employee who signed the contract has duly delegated signature authority.

- 7 Employees who sign contracts purporting to bind the University without authority may be personally liable to the contractor and the University, and may be subject to University disciplinary action, up to and including dismissal or discharge for cause.
- 8 Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.
- 9 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.
- 10 Deputy Director and Director of RELLIS Campus are only authorized to sign contracts/agreements involving the RELLIS Campus.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Executive Director Engineering Communications</li> <li>• Contracting Officer (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• RCOM (if foreign)</li> <li>• Industry Partnerships Director</li> <li>• RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• VCR</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• Industry Partnerships Director</li> <li>• RCOM (if foreign)</li> <li>• RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• VCR</li> </ul>
<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>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
<b>4. ATHLETIC AGREEMENTS</b>			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
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"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
<b>5. COLLECTION AGENCY AGREEMENTS</b>			
5.1 Collection of Accounts (See 5.1.1 below). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i>			
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"> <li>Department Head</li> <li>CFO</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>CEO, CFO or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b></li> </ul>	
<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) - Monetary categories above do not apply to this section</b>			
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> <li>Vice President for Facilities, Health, Safety and Security</li> <li>Director, Procurement Services and HUB Coordinator (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> <li>Agency Director</li> </ul>	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>Vice President for Facilities, Health, Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> <li>Agency Director</li> <li>Board of Regents Approval as needed</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Contracting Officer (as needed)</li> </ul>		
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• Vice President for Facilities, Health, Safety and Security</li> <li>• Director, Procurement Services and HUB Coordinator (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	
<b>7. CONSULTING AGREEMENTS</b>			
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.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3<sup>rd</sup> parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
<b>8. DONOR AGREEMENTS (including consent to those with Affiliated Organizations) (SP 21.05, SR 21.05.01)</b>			
8.1 Personal Property (including cash or cash equivalents) with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Inventory &amp; Property Control Coordinator (property donations)</li> <li>• Contracting Officer</li> <li>• RCOM (if foreign)</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>
8.2 Personal Property (including cash or cash equivalents) without Restrictions on Acceptance (including naming rights/recognition) See SP 21.05.	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Inventory &amp; Property Control Coordinator (property donations)</li> <li>• Contracting Officer</li> <li>• RCOM (if foreign)</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>
8.3 Real Property (including all bequests) <i>All decisions involving accepting donations of real property should be</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.

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<i>coordinated through the SREO pursuant to SP 41.01.</i>			
8.4 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
<b>9. EMPLOYMENT APPOINTMENTS</b>			
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 Professor, Associate Professor</i> )	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	<ul style="list-style-type: none"> <li>• Faculty Equivalent Researchers</li> <li>• Division Head</li> <li>• Executive Director, Engineering Human Resources and Payroll</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>
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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director, Human Resources and Payroll</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>

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<i>Academic Administrative Services Center or Institute</i>			
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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
9.1.8 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>• Division Head</li> <li>• Executive Director, Human Resources and Payroll</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Associate Agency Director for Workforce Development and Regional Divisions</li> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director, Human Resources and Payroll (for changes)</li> <li>• Assoc. Dean for Graduate Programs</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
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"> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>

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	<ul style="list-style-type: none"> <li>• Executive Director, Human Resources and Payroll (for changes)</li> <li>• RCOM (foreign national)</li> </ul>		
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director, Human Resources and Payroll (for changes)</li> <li>• RCOM (foreign national)</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director, Human Resources and Payroll (for changes)</li> <li>• RCOM (foreign national)</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
<b>10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<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"> <li>• Division Head</li> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
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"> <li>• Division Head</li> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>



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<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"> <li>• Division Head</li> <li>• Contracting Officer (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
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"> <li>• Division Head</li> <li>• Contracting Officer (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> <li>• TAMU Environmental Health &amp; Safety (if needed)</li> </ul>
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> <li>• TAMU Environmental Health &amp; Safety (if needed)</li> <li>• Director, RCOM (if related to export controls or other research compliance areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• COO</li> <li>• Export Control Empowered Official (as required)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• COO</li> <li>• Deputy Director (as needed)</li> </ul>
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
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"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements, payment card contracts)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)</b>			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
14.3 Funding Agreements ( <i>Academic</i> )	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
14.4 Funding Agreements ( <i>Non-Academic; Non-Sponsored Research</i> )	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (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"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.3 Healthcare Purchasers Professional Liability Contract (Professional)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
/Fiduciary coverage for System Self-Insured Group Benefit Programs)			
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <b><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></b>	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> <li>• General Counsel</li> </ul>
15.6 Administrative Contracts	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$200,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
<b>16. INTELLECTUAL PROPERTY (SP 17.01) - Monetary categories above do not apply to this section</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement ( <i>Technology Transfer</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.2.1 Non-Patent License Agreement ( <i>Technology Transfer</i> ) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.2.2 Non-Patent License Agreement ( <i>Technology Transfer</i> ) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.3.3 Trademark and Service Mark License (Member owned and System owned trademark of Member's name)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.4.1 Software License (In-Bound)	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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.6 Inter-Institutional Agreement ( <i>educational institutions</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves waiver of ownership of IP created under Sponsored Research Agreement</li> <li>• Upon creation of IP, assignment executed by VCR</li> </ul>	
16.1.7.2 Assignment of Intellectual Property to Third Party ( <i>Existing IP</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• Assignment executed by VCR</li> </ul>	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
16.1.9.1 Material Transfer or Evaluation Agreement covering System Intellectual Property** <i>(Commercial and Non-Commercial)</i>  ** IP that is covered by an IP disclosure or is a declared variety, and TI is managing	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> <li>• See Section 24.6</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 24.6</li> </ul>	
<b>16.2 Disclosure and Protection of Intellectual Property</b>			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TI</li> <li>• RSO</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TI</li> </ul>	<ul style="list-style-type: none"> <li>• If IP Creators cannot agree within 3 months of disclosure, then VCR decides sharing for IP Creators</li> </ul>	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TI</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement</li> </ul>	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TI</li> <li>• OGC for trademarks</li> </ul>	<ul style="list-style-type: none"> <li>• TI controls prosecution and registrations</li> </ul>	
16.2.4 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• CEO</li> <li>• TI (copyright only)</li> <li>• OGC for trademarks</li> </ul>	<ul style="list-style-type: none"> <li>• TI controls prosecution and registrations (copyright only)</li> <li>• CEO approves expenses for member</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
16.4 Nondisclosure/Confidentiality Agreements			
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property**  ** IP that is covered by IP disclosure or is a declared variety	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TI 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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.6 Business Entity to Commercialize System Intellectual Property			
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> <li>• CEO (If Member sponsored creation of Entity)</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> <li>• CEO (if Member sponsored investment)</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
<b>16.7 Intellectual Property Gifts</b>			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TI (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO via OGC process</li> <li>• VCR (if patent)</li> </ul>	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• SOBA</li> <li>• VCR</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or VCR</li> </ul>	
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> <li>• CEO</li> <li>• OGC</li> <li>• TI (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO</li> <li>• VCR (if patent)</li> </ul>	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TI</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR</li> </ul>	
<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• Director, Procurement Services and HUB</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• Director, Procurement Services and HUB</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
<i>STATE AGENCY governed by Texas Government Code Chapter 771</i>	Coordinator (if funds are encumbered)	Coordinator (if funds are encumbered)	<ul style="list-style-type: none"> <li>Contracting Officer for Research and Testing Agreements ≤\$250,000.00</li> </ul>
17.2 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>Division Head</li> <li>Contracting Officer</li> <li>Director, Procurement Services and HUB Coordinator (if funds are encumbered)</li> </ul>	<ul style="list-style-type: none"> <li>Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> <li>Contracting Officer for Research and Testing Agreements ≤\$250,000.00</li> </ul>
<b>18. INTRA-SYSTEM AGREEMENT</b>			
18.1 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>Division Head</li> <li>Contracting Officer</li> <li>Director, Procurement Services and HUB Coordinator (if funds are encumbered)</li> </ul>	<ul style="list-style-type: none"> <li>Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> <li>Contracting Officer for Research and Testing Agreements ≤\$250,000.00</li> </ul>
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>			
19.1 Litigation ( <i>See 19.1.1 below</i> ) <i>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: <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>OGC</li> <li>Chancellor</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>General Counsel</li> <li>Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>General Counsel</li> <li>Chancellor (more than \$300K BOR)</li> </ul>
19.2 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>Department Head</li> <li>OGC</li> <li>Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>General Counsel</li> <li>Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>General Counsel</li> <li>Chancellor</li> </ul>
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC</b>			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUS and non-TAMUS entities; contracts to perform educational</i>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>



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<i>and service 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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
20.4 International Study Abroad Program	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			
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"> <li>• Division Head</li> <li>• Industry Partnerships Director (if foreign)</li> <li>• RCOM (if foreign)</li> <li>• Contracting Officer</li> <li>• Responsible Assoc/Asst Agency Director</li> <li>• RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• CFO</li> <li>• Deputy Director</li> <li>• VCR (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> <li>• Agency Director (High profile collaborations requested by collaborator and confirmed by Deputy Director)</li> <li>• VCR (if country of concern)</li> </ul>
<b>22. PURCHASE AGREEMENTS (TAMUS acquiring goods and services not addressed in Section 27)</b>			
22.1 TAMUS Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms promulgated by TAMUS, which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• CIO (IT purchases)</li> <li>• SCIO (IT Purchase over \$250,000)</li> <li>• RCOM/RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
22.2 Vendor Purchase Orders	<ul style="list-style-type: none"> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
<i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> <li>• CIO (IT purchases)</li> <li>• SCIO (IT Purchase over \$250,000)</li> <li>• Contracting Officer (as needed)</li> <li>• RCOM/RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>
<b>22.3 Software License Agreements</b> <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
<b>22.3.1 Department</b> <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• CIO (IT purchases)</li> <li>• SCIO (IT Purchase over \$250,000)</li> <li>• Contracting Officer (as needed)</li> <li>• RCOM (foreign or export controlled)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
<b>22.3.2 System Offices</b> <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>22.3.3 Intellectual Property (non through TI)</b> <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>22.4 Memberships</b> <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>			
<b>22.4.1 Professional/Service Associations</b> <i>Purchase by TAMUS 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>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
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"> <li>Division Head</li> </ul>	<ul style="list-style-type: none"> <li>Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>Asst. CFO</li> <li>CFO</li> </ul>
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"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>Division Head</li> <li>Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> </ul>
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>Division Head</li> <li>Contracting Officer (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$25,000</li> <li>Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Asst. CFO</li> <li>CFO</li> </ul>
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> <li>Division Head</li> <li>Contracting Officer</li> <li>CFO</li> <li>Deputy Director</li> <li>Agency Director</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>See SP 21.05, §3</li> </ul>	<ul style="list-style-type: none"> <li>See SP 21.05, §3</li> </ul>
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> <li>Division Head</li> <li>Contracting Officer</li> <li>RCOM/RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> </ul>
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> <li>See section 22 herein</li> </ul>	<ul style="list-style-type: none"> <li>See section 22 herein</li> </ul>	<ul style="list-style-type: none"> <li>See section 22 herein</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> - Monetary categories above do not apply to this section</b>			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of surface estate, and SLMO oversees acquisitions of mineral estate.</i>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● SREO and/or SLMO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● BOR approval required if consideration is over \$1,000,000</li> <li>● Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less</li> </ul>	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees acquisitions of surface estate, and SLMO oversees acquisitions of mineral estate &amp; easements.</i>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● SREO</li> <li>● OGC</li> <li>● Chancellor or S-CFO</li> </ul>	<ul style="list-style-type: none"> <li>● Chancellor, S-CFO or General Counsel executes all documents <b>(after BOR approval)</b></li> </ul>	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> ○ <i>SREO oversees acquisitions of surface estate, and SLMO oversees acquisitions of mineral estate &amp; easements. SOBA and OGC must approve prior to CEO accepting gift.</i>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● SREO and/or SLMO</li> <li>● OGC</li> <li>● SOBA</li> </ul>	<ul style="list-style-type: none"> <li>● CEO can accept after approval of OGC and SOBA</li> <li>● S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices</li> </ul>	
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> ○ <i>SREO oversees activities required to dispose of or exchange surface estate, and SLMO oversees activities required to dispose of or exchange mineral estate &amp; easements.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● SREO and/or SLMO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● Chancellor or S-CFO executes after BOR approval, if necessary</li> </ul>	
23.5 Lease of Real Property			

<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.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
<p>23.5.1 TO 3<sup>rd</sup> Parties</p> <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>SREO oversees activities required to lease the surface estate, and SLMO oversees activities required to lease the mineral estate, natural resource development, and subsurface pore space .</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>● CEO</li> <li>● SREO</li> <li>● OGC</li> <li>● Chancellor or S-CFO (if property assigned to System Offices)</li> </ul>	<ul style="list-style-type: none"> <li>● CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR</li> </ul>	
<p>23.5.2 FROM 3<sup>rd</sup> Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for TAMUS use for a specified period.</i></p> <p><i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● CEO, Chancellor or S-CFO depending on term, amount and property assignment.</li> </ul> <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> <li>● <b>5 yrs. or less/\$500,000 or less – CEO or S-CFO</b></li> <li>● <b>10 yrs. or less/over \$500,000 to \$1,000,000–Chancellor or S-CFO</b></li> <li>● <b>More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval</b></li> </ul>	
<p>23.5.3 Student Retreat Facility</p> <p><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"> <li>● CEO</li> <li>● SLMO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● CEO, Chancellor or S-CFO depending on term, amount and property assignment.</li> </ul>	
<p>23.6 Easements (SP 41.01, §6)</p>			
<p>23.6.1 System as Grantor (easement across System property) (10-year limit)</p>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● SLMO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● VCBA</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
23.6.2 System as Grantee (easement across 3 <sup>rd</sup> party's property) <b>(Requires BOR approval if over \$300,000)</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Chancellor or S-CFO (if BOR approval required)</li> </ul>	
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO executes after BOR approval</li> </ul>	
<b>23.7 Housing Agreements</b>			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
<b>23.8 Other Grants of Rights Related to Real Property</b>			
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"> <li>• Contracting Officer</li> <li>• VP for Facilities, Health, Safety, and Security</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA if property assigned to System Offices</li> </ul>	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• VP for Facilities, Health, Safety, and Security</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>		
<p>23.8.3 Permits, Licenses and Facility Use Agreements covering 3<sup>rd</sup> Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.).</p> <ul style="list-style-type: none"> <li>○ <i>SREO oversees activities associated with surface estate, and SLMO oversees activities associated with mineral estate, water &amp; easements.</i></li> </ul> <p>See SP 41.01.01, §12.2</p>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• VP for Facilities, Health, Safety, and Security</li> <li>• CEO</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA if property assigned to System Offices</li> </ul>	
<p>23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5</p>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• VP for Facilities, Health, Safety, and Security</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO</li> </ul>	
<p>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)</p>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• VP for Facilities, Health, Safety, and Security</li> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA, Landman IV</li> </ul>	
<p>23.8.6 Other Documents (i.e. Subordination, Non-disturbance &amp; Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures;</p>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• VP for Facilities, Health, Safety, and Security</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.) ○ <i>SREO oversees activities associated with surface estate, and SLMO oversees activities associated with mineral estate, water &amp; easements.</i>			
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> <li>● Contracting Officer</li> <li>● VP for Facilities, Health, Safety, and Security</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● S-CFO or VCBA</li> </ul>	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>● Contracting Officer</li> <li>● VP for Facilities, Health, Safety, and Security</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● S-CFO or VCBA</li> </ul>	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>● Contracting Officer</li> <li>● VP for Facilities, Health, Safety, and Security</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● VCBA</li> </ul>	
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"> <li>● CEO</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● CEO</li> <li>● VCBA or ED-RE</li> </ul>	



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
<ul style="list-style-type: none"> <li>○ <i>SREO oversees activities associated with surface estate, and SLMO oversees activities associated with mineral estate, water &amp; easements.</i></li> </ul>			
<b>24. RESEARCH AGREEMENTS</b> - Monetary categories above do not apply to this section			
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"> <li>● PI</li> <li>● Division Head</li> <li>● Contracting Officer</li> <li>● RCOM (if foreign; if restriction on participation of foreign nationals or restriction of publication of research results)</li> <li>● SRS (if appropriate)</li> <li>● RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>● COO Amendments</li> <li>● Sr Contract Negotiator ≤\$250,000</li> <li>● Contracting Officer &gt;\$250,000 to \$500,000</li> <li>● CFO &gt;\$500,000 to \$2,499,999</li> <li>● Deputy Director ≥\$2,500,000.00</li> <li>● SRS (if appropriate)</li> <li>● VCR (if country of concern)</li> </ul>	
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"> <li>● PI</li> <li>● Division Head</li> <li>● Contracting Officer</li> <li>● RCOM (if foreign)</li> <li>● SRS (if appropriate)</li> <li>● RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>● COO Amendments</li> <li>● Sr Contract Negotiator ≤\$250,000</li> <li>● Contracting Officer &gt;\$250,000 to \$500,000</li> <li>● CFO &gt;\$500,000 to \$2,499,999</li> <li>● Deputy Director ≥\$2,500,000.00</li> <li>● SRS (if appropriate)</li> <li>● VCR (if country of concern)</li> </ul>	
24.3 Proposal Submissions.	<ul style="list-style-type: none"> <li>● PI</li> <li>● Division Head</li> <li>● Contracting Officer</li> <li>● RCOM (if foreign)</li> <li>● SRS (if appropriate)</li> <li>● RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>● Contracting Officer ≤\$500,000</li> <li>● CFO &gt;\$500,000 to \$2,499,999</li> <li>● Deputy Director ≥\$2,500,000.00</li> <li>● SRS (if appropriate)</li> <li>● VCR (if country of concern)</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• RCOM (if foreign)</li> <li>• RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Sr Contract Negotiator</li> <li>• Contracting Officer</li> <li>• VCR (if country of concern)</li> </ul>	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• RCOM (if foreign; if technical, potentially export-controlled)</li> <li>• RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Sr Contract Negotiator</li> <li>• Contracting Officer</li> <li>• COO</li> <li>• VCR (if country of concern)</li> </ul>	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• RCOM (if foreign; if technical, potentially export-controlled)</li> <li>• RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Sr Contract Negotiator</li> <li>• Contracting Officer</li> <li>• COO</li> <li>• VCR (if country of concern)</li> </ul>	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• RCOM (if foreign)</li> <li>• RSO (if country of concern)</li> </ul>	<ul style="list-style-type: none"> <li>• Sr Contract Negotiator</li> <li>• Contracting Officer</li> <li>• VCR (if country of concern)</li> </ul>	
24.8 Misc. Research Agreements and agreements ancillary to research agreements (e.g., <i>Vessel Time Charter Agreements</i> )	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• RCOM (if foreign)</li> <li>• SRS (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Sr Contract Negotiator ≤\$250,000</li> <li>• Contracting Officer &gt;\$250,000 to \$500,000</li> <li>• CFO &gt;\$500,000 to \$999,999</li> <li>• Deputy Director ≥\$1,000,000.00</li> <li>• SRS (if appropriate)</li> <li>• VCR (if country of concern)</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
	<ul style="list-style-type: none"> <li>• RSO (if country of concern)</li> </ul>		
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25.1 Revenue Generating	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>26. SALES AGREEMENTS (TAMUS providing goods or services)</b>			
26.1 Consultant/Professional Service Agreements (non-statutory) TAMUS acting as consultant or performing professional service (including testing services).	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• CFO</li> <li>• Deputy Director</li> </ul>
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• RCOM (if foreign)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• CFO</li> <li>• Deputy Director</li> </ul>
<b>26.2 Property Transfer Agreements (inventoried and non-inventoried items)</b>			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator</li> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator</li> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator</li> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator</li> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator</li> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator</li> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Inventory &amp; Property Control Coordinator (inventoried items)</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Director</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Director</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> <li>• Deputy Director</li> </ul>		
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> <li>• See Section 26 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 26 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 26 herein</li> </ul>
<b>27. SERVICES AGREEMENTS (TAMUS acquiring services)</b>			
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Executive Director, Engineering Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
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"> <li>• Division Head</li> <li>• Contracting Officer (nonstandard terms)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$25,000</li> <li>• Director, Procurement Services and HUB</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
		Coordinator \$25,000-\$100,000	
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
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 19 herein.</i>	<ul style="list-style-type: none"> <li>Division Head</li> <li>Contracting Officer (non-standard terms)</li> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$25,000</li> <li>Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Asst. CFO</li> <li>CFO</li> </ul>
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"> <li>Division Head</li> <li>Contracting Officer (non-standard terms)</li> <li>Executive Director, Human Resources and Payroll, as needed</li> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$25,000</li> <li>Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Asst. CFO</li> <li>CFO</li> </ul>
27.8 Student Medical Services	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> <li>Division Head</li> <li>Director, Procurement Services and HUB Coordinator</li> <li>Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$25,000</li> <li>Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Director</li> </ul>
<b>28. SPECIAL EVENTS</b>			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> <li>Division Head</li> <li>Associate Agency Director for Workforce Development and Regional Divisions (approval to host short course)</li> <li>RCOM</li> </ul>	<ul style="list-style-type: none"> <li>Contracting Officer</li> <li>Senior Contract Negotiator</li> </ul>	<ul style="list-style-type: none"> <li>Contracting Officer</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Executive Director, Engineering Communications (if needed)</li> </ul>		
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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>29. PROCURED AGREEMENTS</b>			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	<ul style="list-style-type: none"> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
<b>30. UNCLASSIFIED/OTHER AGREEMENTS</b>			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> <li>• See Section 24.5</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 24.5</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 24.5</li> </ul>
30.2 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• CFO</li> <li>• RCOM (if foreign)</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> <li>• CFO</li> </ul>
30.3 Cost Sharing Approvals	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Fiscal Office</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>
30.4 IDC Waivers	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater) *
30.5 Hotel Contracts	<ul style="list-style-type: none"> <li>• Division Head (if Facilities Use Addendum is signed unaltered by facility.)</li> <li>• Contracting Officer (If no or an altered Facilities Use Agreement is used.)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head \$25,000 with standard Facility Use Addendum</li> <li>• Director, Procurement Services and HUB Coordinator \$25,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> </ul>
30.6 Visiting Scientists/Scholar/Volunteer	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Executive Director, Human Resources and Payroll</li> <li>• RCOM (if foreign or affiliated with foreign entity)</li> <li>• Contracting Officer (nonstandard terms and conditions)</li> </ul>	<ul style="list-style-type: none"> <li>• Assoc Agency Director</li> <li>• Executive Director, Human Resources and Payroll</li> </ul>	<ul style="list-style-type: none"> <li>• Assoc Agency Director</li> <li>• Executive Director, Human Resources and Payroll</li> </ul>
30.7 Interim Funding	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer &lt;\$30,000</li> <li>• Asst. CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. CFO</li> <li>• CFO</li> <li>• Deputy Director</li> </ul>
30.8 Date Use Agreements (Incoming	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• IRB</li> <li>• COO</li> <li>• IT</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Senior Contract Negotiator</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>
30.9 License/Use Agreements – Member-owned IP - (In accordance with System Policy 17.01 §2.3)	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director ≥\$500,000</li> </ul>