

**Texas A&M Engineering Experiment Station  
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 Deputy Director or the Chief Financial Officer 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.

**Legend:**

Assoc	Associate	PI	Principal Investigator/Research
Asst.	Assistant	SOBA	System Office of Budgets & Accounting
BOR	Board of Regents	SR	System Regulation
CEO	Chief Executive Officer	SREO	System Real Estate Office, a function of OGC
CFO	Chief Financial Officer	SP	System Policy
CIO	Chief Information Officer	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
IRB	Institutional Review Board	System	The Texas A&M University System
IT	Information Technology	TTC	Texas A&M Technology Commercialization
OGC	Office of General Counsel		
PD	Director, Procurement Services and HUB Coordinator		
SCIO	Texas A&M University System CIO		
Contracting Officer	Director, TEES Contracting; Asst Director, TEES Contracting		

**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 \$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.
- 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. Please forward copies of all agreements to System Contract Management to ensure proper reporting is completed.
- 6 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.

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)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Interim Executive Director for Marketing and Communications</li> <li>• Contracting Officer (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$10,000</li> <li>• Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>
1.2 RELLIS Advertising Agreements	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• N/A – Director of RELLIS Campus executes</li> </ul>	<ul style="list-style-type: none"> <li>• N/A – Director of RELLIS Campus executes</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>• Director, Ethics and Compliance</li> <li>• Executive Director, Global Initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• Director, Office of Industry Research Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Director</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>
<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>

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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 ( <i>See 5.1.1 below</i> ). <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>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• Director, Procurement Services and HUB Coordinator Contracting Officer (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>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• Contracting Officer (as needed)</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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6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• Director, Procurement Services and HUB Coordinator Contracting Officer (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 (SP 21.05, SR 21.05.01)</b>			
8.1 Personal Property 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> </ul>	<ul style="list-style-type: none"> <li>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>
8.2 Real Property (including all bequests) <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.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.3 herein	See Section 16.3 herein.	See Section 16.3 herein.
<b>9. EMPLOYMENT APPOINTMENTS</b>			
9.1 Faculty Offer Letters (Conditional letters of appointment to faculty)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<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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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>• Director, Human Resources</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 Academic Administrative Services Center or Institute</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Director, Human Resources</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>
9.1.7 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</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Director, Human Resources</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>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"> <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>• Asst Vice Chancellor for Academic and Outreach Programs</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>• Director, Human Resources (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> <li>• Director, Human Resources</li> <li>• Director, Ethics and Compliance (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>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Director, Human Resources</li> <li>• Director, Ethics and Compliance (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>

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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>• Director, Human Resources</li> <li>• Director, Ethics and Compliance (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 – Risk Management</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 vehicle or other 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>
<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;\$10,000</li> <li>• Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</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;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</li> <li>• CFO</li> </ul>



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		<ul style="list-style-type: none"> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</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> </ul>	<ul style="list-style-type: none"> <li>Contracting Officer</li> <li>Director, Ethics and Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Contracting Officer</li> <li>Director, Ethics and Compliance</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>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>
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant 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>
13.2.2 Investment Management (SP 22.02)	<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>
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant 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>
13.3.2 Bond Counsel (See Section 19.2 Legal)	<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>
13.4 Other Banking Functions (Custodial agreements, securities lending 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>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 (Academic)	<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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14.4 Funding Agreements <i>(Non-Academic; Non-Sponsored Research)</i>	• Not applicable	• Not applicable	• Not applicable
<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.	• Not applicable	• Not applicable	• Not applicable
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	• Not applicable	• Not applicable	• Not applicable
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	• Not applicable	• Not applicable	• Not applicable
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <b><u>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u></b>	• Not applicable	• Not applicable	• Not applicable
15.5 Workers’ Compensation Insurance Claims processing or settlement	• Not applicable	• Not applicable	• Not applicable
15.6 Administrative Contracts	• Not applicable	• Not applicable	• Not applicable
<b>16. INTELLECTUAL PROPERTY (SP 17.01)</b> <b>Texas A&amp;M Technology Commercialization (TTC)</b>			
16.1 Technology Transfer			

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)
16.1.1 Patent License Agreement ( <i>Technology Transfer</i> )	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.2 Non-Patent License Agreement ( <i>Technology Transfer</i> ) (trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.)	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.4.1 Software License (In-Bound)	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22.3 herein</li> </ul>
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.6 Inter-Institutional Agreement ( <i>educational institutions</i> )	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</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 to \$749,999)
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>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.7.2 Assignment of Intellectual Property to Third Party ( <i>Existing IP</i> )	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.8 Intellectual Property Release to Inventor/Author	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.9 Material Transfer Agreement covering System Intellectual Property ( <i>Commercial</i> )	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.1.10 Material Transfer Agreement covering System Intellectual Property ( <i>Non-Commercial</i> )	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</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>16.2 Disclosure and Protection of Intellectual Property</b>			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• Division Head</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 to \$749,999)
	<ul style="list-style-type: none"> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>		
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
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"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.4 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property <i>Committing TAMUS or individuals other than the individual signing. (Nondisclosure/Confidentiality</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>

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)
<i>Agreements that SOLELY bind the individual signing are exempt.)</i>			
16.5 (Deleted as Not Related to this Section 16, Intellectual Property)	<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>
16.6 (Deleted as Not Related to this Section 16, Intellectual Property)	<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>
16.7 (Deleted as Not Related to this Section 16, Intellectual Property)	<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>
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"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.9 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
16.10 Intellectual Property Gifts			
16.10.1 IP Offer to System in Exchange for Royalty Sharing	<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>
16.10.2 IP Offer to Member in Exchange for Royalty Sharing	<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>
16.10.3 IP Offer to System of Charitable Gift	<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>
16.10.4 IP Offer to Member of Charitable Gift	<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 to \$749,999)
16.11 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property 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>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 STATE AGENCY governed by Texas Government Code Chapter 771</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>
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>
18.2 RELLIS 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>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• N/A – Director of RELLIS Campus executes</li> </ul>	<ul style="list-style-type: none"> <li>• N/A – Director of RELLIS Campus executes</li> </ul>
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>			
19.1 Litigation (See 19.1.1 below) <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>• Department Head</li> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>

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)
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>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• OGC</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 and service activities consistent with the TAMUS mission.</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>
20.2 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>• Executive Director, Global Initiatives (if foreign)</li> <li>• Director, Ethics &amp; Compliance (if foreign)</li> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• CFO</li> <li>• Deputy Director</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</li> </ul>



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)
	<ul style="list-style-type: none"> <li>Responsible Assoc/Asst Agency Director</li> </ul>		confirmed by Deputy Director)
<b>22. PURCHASE AGREEMENTS</b> ( <i>TAMUS acquiring goods and services not addressed in Section 27</i> )			
22.1 <i>TAMUS Purchase Orders</i> <i>Purchase of goods from outside vendor using standard form 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> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</li> <li>CFO</li> </ul>
22.2 <i>Vendor Purchase Orders</i> <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</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> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</li> <li>CFO</li> </ul>
22.3 <i>Software License Agreements</i> <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 <i>Department</i> <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> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</li> <li>CFO</li> </ul>
22.3.2 <i>System Offices</i> <i>Contract providing System Office 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>
22.3.3 <i>Intellectual Property (non through TTC)</i> <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>
22.4 <i>Memberships</i>	<ul style="list-style-type: none"> <li>Division Head</li> </ul>	<ul style="list-style-type: none"> <li>Controller</li> </ul>	<ul style="list-style-type: none"> <li>Controller</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 to \$749,999)
<i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>			
22.4.1 Professional/Service Associations <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>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</li> <li>• CFO</li> </ul>
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>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</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;\$10,000</li> <li>• Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</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> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents</li> </ul>

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)
	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> <li>• Agency Director</li> <li>• OGC</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> </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>
<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> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	N/A - Chancellor or System CFO executes purchases of \$1,000,000 or less <b>(after BOR approval if consideration is over \$1,000,000)</b>	
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"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	N/A - Chancellor, System CFO or General Counsel executes all documents <b>(after BOR approval)</b>	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> <li>○ SOBA and OGC must approve prior to CEO accepting gift.</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• SOBA</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> <li>• Agency Director</li> </ul>	
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"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• CFO</li> </ul>	N/A - Chancellor or System CFO executes after BOR approval, if necessary	

<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 to \$749,999)
<ul style="list-style-type: none"> <li>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>	<ul style="list-style-type: none"> <li>● Contracting Officer</li> <li>● SREO</li> <li>● Director, Procurement Services and HUB Coordinator (if funds encumbered)</li> </ul>		
<b>23.5 Lease of Real Property</b>			
<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>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>● Division Head</li> <li>● Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>● CFO</li> <li>● Contracting Officer</li> <li>● SREO</li> <li>● Director, Procurement Services and HUB Coordinator (if funds encumbered)</li> </ul>	<p>If Lease term is 5 years or less:</p> <ul style="list-style-type: none"> <li>● Deputy Director</li> <li>● Agency Director</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>● Division Head</li> <li>● Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>● CFO</li> <li>● Contracting Officer</li> <li>● SREO</li> <li>● Director, Procurement Services and HUB Coordinator (if funds encumbered)</li> </ul>	<p>If Lease term is 5 years or less <u>and</u> \$500,000 or less:</p> <ul style="list-style-type: none"> <li>● Deputy Director</li> <li>● Agency Director</li> </ul>	
<p>23.5.3 Student Retreat Facility</p> <p><i>Lease of facilities (camp</i></p>	<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 to \$749,999)
<i>grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i>			
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	N/A - Managing Counsel, Property & Construction executes	
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>• Not applicable</li> </ul>	N/A - Managing Counsel, Property & Construction, Chancellor or System CFO executes	
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	N/A - Chancellor or System CFO executes	
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"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</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>• Not applicable</li> </ul>	
23.8 Other Grants of Rights in Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas,	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</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 to \$749,999)
stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> <li>• SREO</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>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• SREO</li> </ul>	Managing Counsel, Property & Construction or <ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	
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.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• SREO</li> </ul>	N/A - Chancellor or System CFO executes	
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"> <li>• Contracting Officer</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• SREO</li> </ul>	N/A - Managing Counsel, Property & Construction executes	
23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels,	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• SREO</li> </ul>	Managing Counsel, Property & Construction or <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 to \$749,999)
Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.)			
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Director, Asst Vice Chancellor for Facilities Planning and Management</li> <li>• SREO</li> </ul>	Managing Counsel, Property & Construction or <ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	N/A – Director of RELLIS Campus executes	
<b>24. RESEARCH AGREEMENTS</b>			
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>• Director, Ethics and Compliance (if foreign)</li> <li>• SRS (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• SRS (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer ≤\$500,000.00</li> <li>• CFO &gt;\$501,000 to \$999,999</li> <li>• Deputy Director ≥\$1,000,000.00</li> <li>• SRS (if appropriate)</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>• Director, Ethics and Compliance (if foreign)</li> <li>• SRS (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• SRS (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer ≤\$500,000.00</li> <li>• CFO &gt;\$501,000 to \$999,999</li> <li>• Deputy Director ≥\$1,000,000.00</li> <li>• SRS (if appropriate)</li> </ul>
24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• SRS (if appropriate)</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• SRS (if applicable)</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 to \$749,999)
	<ul style="list-style-type: none"> <li>• Fiscal Office</li> <li>• SRS (if appropriate)</li> </ul>		
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>
24.5 Non-disclosure/Confidentiality Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head (informational copy)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head (informational copy)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>
24.8 Intellectual Property Agreements (Not through TTC)	<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 <math>\geq</math>\$500,000</li> </ul>
24.9 Misc. Research Agreements and agreements ancillary to research agreements. <i>Includes Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; Amendments, etc.</i>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Contracting Officer</li> <li>• Director, Ethics and Compliance (if foreign)</li> <li>• SRS (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• SRS (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer <math>\leq</math>\$500,000.00</li> <li>• CFO <math>&gt;</math>\$501,000 to \$999,999</li> <li>• Deputy Director <math>\geq</math>\$1,000,000.00</li> <li>• SRS (if appropriate)</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>
25.2 RELIS Campus 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)	<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>



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<i>TAMUS acting as consultant or performing professional service (including testing services).</i>			
26.1.1 Intellectual Property Agreements (Not through TTC)	<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> </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>
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
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 Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator Controller</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 Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator Controller</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 Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Property Control Coordinator Controller</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> <li>• Controller</li> <li>• CFO</li> <li>• Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Director</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Director</li> </ul>

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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</b> ( <i>TAMUS acquiring services</i> )			
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;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</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>Interim Executive Director for Marketing and Communications</li> </ul>	<ul style="list-style-type: none"> <li>Division Head &lt;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</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;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</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;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</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;\$10,000</li> <li>Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Controller</li> <li>CFO</li> </ul>
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</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;\$10,000</li> </ul>	<ul style="list-style-type: none"> <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 to \$749,999)
<p><i>§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></p>		<ul style="list-style-type: none"> <li>• Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	
<p>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></p>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Contracting Officer non-standard terms)</li> <li>• Director, Human Resources, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$10,000</li> <li>• Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</li> <li>• CFO</li> </ul>
<p>27.8 Student Medical Services</p>	<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>
<p>27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i></p>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Director, Procurement Services and HUB Coordinator Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Division Head &lt;\$10,000</li> <li>• Director, Procurement Services and HUB Coordinator \$10,000-\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
<b>28. SPECIAL EVENTS</b>			
<p>28.1 Conference/Short-Course</p>	<ul style="list-style-type: none"> <li>• Division Head</li> <li>• Asst Vice Chancellor for Academic and Outreach Programs (approval to host short course)</li> <li>• Director, Ethics and Compliance</li> <li>• CFO</li> <li>• Interim Executive Director for Marketing and Communications (if needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>
<p>28.2 Exhibition Loan Agreements</p>	<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 to \$749,999)
<i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>			
<b>29. UNCLASSIFIED AGREEMENTS</b> <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> </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> </ul>
<b>30. Cost Sharing Approvals</b>	<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> <li>• Assoc Agency Director for Strategic Initiatives and Centers (as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
<b>31. IDC Waivers</b>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Assoc Agency Director for Strategic Initiatives and Centers</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Director</li> </ul>
<b>32. IP Waivers and IP Releases</b>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> <li>• Executive Director for Commercialization and Entrepreneurship</li> <li>• Deputy Director</li> </ul>
<b>33. Hotel Contracts</b>	<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 , \$10,000 with standard Facility Use Addendum</li> <li>• Director, Procurement Services and HUB Coordinator \$10,000- \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</li> <li>• CFO</li> </ul>
<b>34. Visiting Scientists/Scholar/Volunteer</b>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• Director, Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Assoc Agency Director</li> <li>• Director, Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Assoc Agency Director</li> <li>• Director, Human Resources</li> </ul>

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)
	<ul style="list-style-type: none"> <li>• Director, Ethics and Compliance (foreign national)</li> <li>• Contracting Officer (nonstandard terms and conditions)</li> </ul>		
<b>35. Interim Funding</b>	<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>• Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Controller</li> <li>• CFO</li> <li>• Deputy Director</li> </ul>
<b>36. Data Use Agreements (Incoming)</b>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Division Head</li> <li>• IRB</li> <li>• Director, Ethics and Compliance</li> <li>• IT</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Officer</li> </ul>
<b>37. License/Use Agreement Member Owned IP</b> <i>(In accordance with System Policy 17.01 §2.3)</i>	<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>