

**TEXAS A&M TRANSPORTATION INSTITUTE
THE TEXAS A&M UNIVERSITY SYSTEM
Chancellor's Delegation of Authority for Contract Administration
Fiscal Year 2024**

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. Furthermore, in accordance with System Policy 25.07, §6, CEOs have 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 may delegate such authority to designees.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for (1) all contracts less than \$750,000, and (2) all contracts described in System Policy 25.07, §3, is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Deputy Agency Director or the Assistant Agency Director and Chief Financial Officer is delegated the authority to execute the contract.

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:

BOR	Board of Regents	S-CFO	System Chief Financial Officer
CEO	Agency Director	SOBA	System Office of Budgets & Accounting
CFO	Assistant Agency Director and Chief Financial Officer	SLMO	System Land Management Office
CHRO	TTI Chief Human Resources Officer	SREO	System Real Estate Office
DCIO	Deputy Chief Investment Officer	SRS	Texas A&M Sponsored Research Services – Director, Assoc. Executive Director, & Executive Director
OGC	Office of General Counsel	TI	Texas A&M Innovation
ECO	Export Control Officer	TTI	Texas A&M Transportation Institute
ED-BA	Executive Director, Business Affairs	VCBA	System Vice Chancellor for Business Affairs
PD	TEES Director, Procurement (Shared Service)	VCR	System Vice Chancellor for Research

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 TEES Procurement Director (shared service) to ensure proper reporting is completed.
- 6 Questions regarding contract administration should be directed to the TTI Financial Services Office.
- 7 TTI does not recognize contracts signed by TTI employees or agents as binding on the TTI unless the employee who signed the contract has duly delegated signature authority.

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- 10 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
1. ADVERTISING AGREEMENTS				
1.1	Advertising Agreements	<ul style="list-style-type: none"> • TTI Communications • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
1.2	RELLIS Advertising Agreements	<ul style="list-style-type: none"> • TTI Communications • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS				
2.1	Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
2.2	Private Companies & Foundations	<ul style="list-style-type: none"> • Division Head or Center Director • Research Development Office • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
3. ARTICULATION AGREEMENTS				
3.1	Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
4. ATHLETIC AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)				
4.1	Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
4.1.1	Athletic Game Guarantees	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable

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4.2	Athletic Event Sponsorship	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
4.3	Transportation Purchase Order Contracts	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
4.4	Hotel Purchase Order Contracts	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
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"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
5. COLLECTION AGENCY AGREEMENTS				
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"> Department Head CFO OGC CEO 	<ul style="list-style-type: none"> CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution. 	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.				
6.1	Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> TTI Administration Assistant Agency Director of Facilities, Safety & Support Services Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	
6.2	Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> TTI Administration Assistant Agency Director of Facilities, Safety & Support Services Financial Services CFO CEO 	<ul style="list-style-type: none"> Board of Regents 	
6.3	Architect/Engineer	<ul style="list-style-type: none"> TTI Administration 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	

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<i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>		<ul style="list-style-type: none"> Assistant Agency Director of Facilities, Safety & Support Services Financial Services 		
7. CONSULTING AGREEMENTS				
7.1	Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2	Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)				
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"> TTI Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
8.2	Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3	Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
9. EMPLOYMENT APPOINTMENTS				
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"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
9.1.2	Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable

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9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. <i>Visiting Faculty Titles & Lecturer Titles</i>)	• Not Applicable	• Not Applicable	• Not Applicable
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	• Not Applicable	• Not Applicable	• Not Applicable
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>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	• Not Applicable	• Not Applicable	• Not Applicable

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9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> Division Head or Center Director Research Development Office Financial Services Director, TEES Purchasing Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> Division Head or Center Director Human Resources 	<ul style="list-style-type: none"> CHRO (if position will be funded from sponsored project funds) CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
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"> Division Head or Center Director Human Resources 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> Division Head or Center Director Human Resources 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> Division Head or Center Director Human Resources 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> System Risk Management 	<ul style="list-style-type: none"> System Risk Management 	<ul style="list-style-type: none"> System Risk Management
11. EQUIPMENT LEASE AGREEMENTS			
<i>TTI as Lessor</i>			

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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 TTI -owned equipment.</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
11.2 Equipment Lease for TTI -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TTI - owned equipment.</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
11.2.1 Rental Vehicles <i>(Non-TAMUS Lessee)</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
11.2.2 Equipment	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
TTI as Lessee			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TTI use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
11.4 Equipment Lease (Rental) <i>Rental of equipment for TTI use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO

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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"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO General Counsel 	<ul style="list-style-type: none"> Treasurer DCIO General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> Treasurer Services PD > \$10,000 OGC \geq \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> Principal Investigator Division Head or Center Director Research Development Office SRS (if appropriate) 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
14.2 Student Financial Aid	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
14.3 Funding Agreements (<i>Academic</i>)	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
14.4 Funding Agreements (<i>Non-Academic; Non-Sponsored Research</i>)	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable

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15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General's Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> • Risk Management • System PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.5 Workers' Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO • General Counsel
15.6 Administrative Contracts	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6			
16.1 Technology Transfer			

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16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
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"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	

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16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
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"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR 	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.1 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> • See Section 24.6 	<ul style="list-style-type: none"> • See Section 24.6 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TI • ECO 	<ul style="list-style-type: none"> • Not Applicable 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TI 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC 	<ul style="list-style-type: none"> • 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 	

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)
16.2.3	Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none">• IP Creator• TI• OGC for trademarks• VCR	<ul style="list-style-type: none">• TI controls prosecution and registrations	
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">• IP Creator• CEO• TI (copyright only)• OGC for trademarks	<ul style="list-style-type: none">• TI controls prosecution and registrations (copyright only)• CEO approves expenses for member	
16.3	Collegiate Licensing	<ul style="list-style-type: none">• Not Applicable	<ul style="list-style-type: none">• Not Applicable	
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">• TI• OGC• VCR	<ul style="list-style-type: none">• VCR approves and executes	
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</i>	<ul style="list-style-type: none">• TI• OGC• VCR	<ul style="list-style-type: none">• VCR approves and executes	

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>companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country)</i>				
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">• CEO (If Member sponsored creation of Entity)• TI• OGC• VCR	<ul style="list-style-type: none">• Approval of Chancellor via OGC process• VCR executes	
16.6.2	Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none">• CEO (if Member sponsored investment)• TI• OGC• VCR	<ul style="list-style-type: none">• Approval of Chancellor via OGC process• VCR executes	
16.7	Intellectual Property Gifts			
16.7.1	IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none">• TI• OGC• VCR• Chancellor	<ul style="list-style-type: none">• Approval of Chancellor via OGC process• VCR executes	
16.7.2	IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none">• OGC• TI (if patent)• VCR (if patent)	<ul style="list-style-type: none">• Member CEO via OGC process• VCR (if patent)	
16.7.3	IP Offer to System of Charitable Gift	<ul style="list-style-type: none">• CEO• TI• OGC• SOBA• VCR• Chancellor	<ul style="list-style-type: none">• Chancellor or VCR	

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)
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • CEO • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO • VCR (if patent) 	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
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"> • Division Head or Center Director • Research Development Office • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
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"> • Division Head or Center Director • Research Development Office • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
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"> • Division Head or Center Director • Research Development Office • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
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"> • Division Head or Center Director • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
19. LEGAL (SP 09.04, SR 09.04.01)			
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>			

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)
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> • Division Head or Center Director • CFO • CEO • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor (more than \$300K BOR)
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"> • Division Head or Center Director • CFO • CEO • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
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"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
20.4 International Study Abroad Program	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
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"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable

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)
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC				
21.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TTI and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> Division Head or Center Director Research Development Office Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
22. PURCHASE AGREEMENTS (TTI acquiring goods and services not addressed in Section 27)				
22.1	TTI 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"> Individuals assigned signature authority over subsidiary accounts Personnel with signature authority in Financial Services 	<ul style="list-style-type: none"> Personnel with signature authority in Financial Services CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
22.2	Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> Individuals assigned signature authority over subsidiary accounts Personnel with signature authority in Financial Services 	<ul style="list-style-type: none"> Personnel with signature authority in Financial Services CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
22.3	Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1	Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> Personnel with signature authority in Financial Services 	<ul style="list-style-type: none"> Individuals assigned signature authority over subsidiary accounts 	<ul style="list-style-type: none"> CFO Deputy Agency Director
22.3.2	System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
22.3.3	Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director

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)
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>			
22.4.1 Professional/Service Associations <i>Purchase by TTI 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"> • Program Manager • Division Head or Center Director 	<ul style="list-style-type: none"> • Controller (less than \$1,000) • Assistant CFO (less than \$1,000) • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
22.4.2 Social/Individual <i>Purchase by TTI on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Program Manager • Division Head or Center Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
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"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
22.6 Library Subcontracts <i>TTI library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Program Manager • Division Head or Center Director • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Personnel with signature authority • Financial Services 	<ul style="list-style-type: none"> • Individuals assigned signature authority over subsidiary accounts 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • Division Head or Center Director • Financial Services • CFO • General Counsel 	<ul style="list-style-type: none"> • See SP 21.05, §3 	<ul style="list-style-type: none"> • See SP 21.05, §3

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)
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> Division Head or Center Director Financial Services CFO System Treasury (if appropriate) 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> Individuals assigned signature authority over subsidiary accounts Personnel with signature authority in Financial Services 	<ul style="list-style-type: none"> Personnel with signature authority in the Financial Services CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> CFO CEO SREO and/or SLMO OGC 	<ul style="list-style-type: none"> BOR approval required if consideration is over \$1,000,000 Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less 	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> CFO CEO SREO OGC Chancellor or S-CFO 	<ul style="list-style-type: none"> Chancellor, S-CFO or General Counsel executes all documents (after BOR approval) 	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <i>SREO oversees all acquisitions of real property.</i> <i>SOBA and OGC must approve prior to CEO accepting gift.</i> 	<ul style="list-style-type: none"> Division Head or Center Director Financial Services CFO CEO SREO and/or SLMO OGC SOBA 	<ul style="list-style-type: none"> CEO can accept after approval of OGC and SOBA S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices 	

¹ Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.

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>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <ul style="list-style-type: none"> ○ <i>SREO oversees all activities required to dispose of or exchange real property.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> • Division Head or Center Director • Financial Services • CFO • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval, if necessary 	
23.5 Lease of Real Property			
<p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <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> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> • Division Head or Center Director • Financial Services • Assistant Agency Director of Facilities, Safety & Support Services • CFO • CEO • SREO • OGC • Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> • CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	
<p>23.5.2 FROM 3rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TTI use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> • Division Head or Center Director • Financial Services • Assistant Agency Director of Facilities, Safety & Support Services • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO, Chancellor or S-CFO depending on term, amount and property assignment. <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> • 5 yrs. or less/\$500,000 or less – CEO or S-CFO • 10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO • More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	

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)
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TTI use for a specific student retreat.</i>	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	
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"> Division Head or Center Director (if applicable) Financial Services Assistant Agency Director of Facilities, Safety & Support Services CFO CEO SLMO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction 	
23.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> Division Head or Center Director (if applicable) Financial Services Assistant Agency Director of Facilities, Safety & Support Services CFO CEO SLMO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction Chancellor or S-CFO (if BOR approval required) 	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> Division Head or Center Director (if applicable) Financial Services Assistant Agency Director of Facilities, Safety & Support Services CFO 	<ul style="list-style-type: none"> Chancellor or S-CFO executes after BOR approval 	

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"> • CEO • SREO • OGC 		
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"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • Assistant Agency Director of Facilities, Safety & Support Services • Financial Services • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • Assistant Agency Director of Facilities, Safety & Support Services • Financial Services • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	

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)
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • Assistant Agency Director of Facilities, Safety & Support Services • Financial Services • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • Assistant Agency Director of Facilities, Safety & Support Services • Financial Services • CFO • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> • Assistant Agency Director of Facilities, Safety & Support Services • Financial Services • CFO • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV or ED-BA 	
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements;	<ul style="list-style-type: none"> • Assistant Agency Director of Facilities, Safety & Support Services • Financial Services • CFO • CEO 	<ul style="list-style-type: none"> • CEO • VCBA or ED-BA 	

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)
Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 		
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • S-CFO or VCBA 	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA 	
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"> • Assistant Agency Director of Facilities, Safety & Support Services • Financial Services • CFO • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director • SRS Executive Director or Designee (if appropriate) 	

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)
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"> • Research Development Office • SRS (if appropriate) 		
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"> • Principal Investigator • Division Head or Center Director • Research Development Office • Research Contracts Management • SRS (if appropriate) 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director • SRS Executive Director or Designee (if appropriate) 	
24.3 Proposal Submissions	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director • SRS Executive Director or Designee (if appropriate) 	
24.4 Teaming Agreements	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director • Research Development Office • SRS (if appropriate) 	<ul style="list-style-type: none"> • Assistant Director of Research Development (non-financial and standard term NDA's only) • Director of Research Development (non-financial and standard term NDA's only) • CFO (Up to \$749,999) • Deputy Agency Director (Up to \$749,999) 	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> • Principal Investigator • Division Head or Center Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	

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"> Research Development Office SRS (if appropriate) 		
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> Principal Investigator Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	
24.9 Misc. Research Agreements and agreements ancillary to research agreements (<i>e.g., Vessel Time Charter Agreements</i>)	<ul style="list-style-type: none"> Principal Investigator Division Head or Center Director Research Development Office SRS (if appropriate) 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> Division Head or Center Director Research Development Office SRS (if appropriate) 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
25.2 RELLIS Campus Revenue Generating	<ul style="list-style-type: none"> Division Head or Center Director Financial Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
26. SALES AGREEMENTS (TTI providing goods or services)			
26.1 Consultant/Professional Service Agreements (non-statutory) <i>TTI acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services Research Development Office 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> Inventor Division Head or Center Director TTI Intellectual Property Committee 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director

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26.1.2 Analysis/Testing	<ul style="list-style-type: none"> Division Head or Center Director Financial Services Research Development Office 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> Property Manager Assistant Director, Accounting Assistant CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
26.2.2 Transfer within the System	<ul style="list-style-type: none"> Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> Property Manager Assistant Director, Accounting Assistant CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> Property Manager Assistant Director, Accounting Assistant CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> Property Manager Assistant Director, Accounting Assistant CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> Accountable Property Officer (APO) or Alternate Accountable Property Officer 	<ul style="list-style-type: none"> Property Manager Assistant Director, Accounting Assistant CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
27. SERVICES AGREEMENTS (TTI acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
27.3 Lecture/Seminar Speaker Agreements	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable

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<i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>			
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> Personnel with signature authority Financial Services 	<ul style="list-style-type: none"> Individuals assigned signature authority over subsidiary accounts 	<ul style="list-style-type: none"> CFO Deputy Agency Director
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> Personnel with signature authority over subsidiary accounts Financial Services 	<ul style="list-style-type: none"> Personnel with signature authority in the Financial Services CFO 	<ul style="list-style-type: none"> CFO Deputy Agency Director
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable
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).</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services Director, TEES Purchasing Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i> <i>Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> Division Head or Center Director Financial Services Director, TEES Purchasing Services 	<ul style="list-style-type: none"> CFO Deputy Agency Director 	<ul style="list-style-type: none"> CFO Deputy Agency Director
27.8 Student Medical Services	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Not Applicable

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27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Division Head or Center Director • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> • Division Head or Center Director • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
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"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable 	<ul style="list-style-type: none"> • Not Applicable
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
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"> • Division Head or Center Director • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
30. UNCLASSIFIED/OTHER AGREEMENTS			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> • Division Head or Center Director • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director
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"> • Division Head or Center Director • Financial Services 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director

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30.3 Conference Hotel and Services Contracts (including Virtual Conference Services)	<ul style="list-style-type: none"> • Division Head • Conference Services • TEES Procurement 	<ul style="list-style-type: none"> • TEES Procurement • Manager and/or Director 	<ul style="list-style-type: none"> • CFO (after TEES Procurement Review) • Deputy Agency Director (after TEES Procurement Review)
30.4 Transportation Research Board (TRB) paper copyright release (no monetary value)	<ul style="list-style-type: none"> • Submitter • TTI Director, Communications 	<ul style="list-style-type: none"> • TTI Director, Communications, or designee 	<ul style="list-style-type: none"> • TTI Director, Communications, or designee
30.5 Data Use Agreements	<ul style="list-style-type: none"> • Principal Investigator • Research Development Office • Ethics & Compliance Office • OGC 	<ul style="list-style-type: none"> • Assistant Director of Research Development (non-financial and standard term DUA's only) • Director of Research Development (non-financial and standard term DUA's only) • CFO • Deputy Agency Director 	<ul style="list-style-type: none"> • CFO • Deputy Agency Director