

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
**2003-2004 PRESIDENT'S DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION<sup>1</sup>**

Type of Contract	Routing for Departmental Review	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts \$100,000 to \$200,000
<p><b>1. Affiliation Agreement</b></p> <p>1.1. Agreement with Foreign Governmental Bodies</p>	<p>Department Head  Appropriate Dean  Comptroller  Director, Contracts</p>		<p>President  VP for Fin. &amp; Adm.</p>
<p><b>2. Affiliation Service Agreements</b></p> <p>2.1. Private Companies and Foundations</p>	<p>Department Head  Appropriate Dean  Comptroller  Director, Contracts</p>		<p>President  VP for Fin. &amp; Adm.</p>
<p><b>3. Consultant Agreements</b></p> <p>3.1. Statutory Consultant Agreements  <i>Use of private consultants (not an employee) governed by Gov. Code, Chapter 2254, Subchapter .B. Contracts over \$25,000 must receive approval from Governor's Office. Agreements for outside legal counsel must comply with Section 8.2.</i></p> <p>3.1.1. <u>Paid from Local or State Funds</u></p>	<p>Department Head  Appropriate Dean  Appropriate VP  President  Comptroller  Director, Contracts</p>	<p>Less than \$15,000  Appropriate VP</p>	<p>President  VP for Fin. &amp; Adm.</p>
<p><b>4. Employment Agreements</b></p> <p>4.1. Offer Letters  <i>Conditional letters of appointment to faculty</i></p> <p>4.1.1. Appointments with Tenure  <i>Contracts are to be prepared by the Dean and approved by VP Academic Affairs prior to mailing.</i></p>	<p>Department Chair  Dean of College  VP Academic Affairs</p>		<p>Chancellor  President  (All Contracts Require BOR Approval)</p>

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4.1.2. Probationary Tenure Track Appointments	Department Chair Dean of College VP Academic Affairs		VP Academic Affairs
4.1.3. Non-Tenure Tract Appointments	Department Chair Dean of College VP Academic Affairs		VP Academic Affairs
4.1.4. Faculty Appointment Support Agreements	Department Chair Dean of College		VP Academic Affairs
4.1.5. Faculty Appointments in Excess of 100% Effort	Dept. Head Appropriate Dean VP Academic Affairs		VP Academic Affairs
4.1.6. Graduate Assistants <i>Initial Employment Agreement for Graduate Student Assistants</i>	Department Chair Dean of College VP Academic Affairs		VP Academic Affairs
4.1.7. Continuing Education	Requesting Dept. Head Employee's Dept. Head Dean Requesting Dept. Head Dean Host Dept. Director, Continuing Ed.		VP Academic Affairs

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<p><b>5. Athletic Agreements</b></p> <p>5.1. Athletic Events <i>Scheduled NAIA sanctioned sporting events</i></p> <p>5.2. Athletic Event Sponsorships</p>	<p>Athletic Director VP Academic Affairs President</p> <p>Athletic Director VP Academic Affairs President</p>	<p>VP Academic Affairs</p> <p>VP Academic Affairs</p>	<p>President</p> <p>President</p>
<p><b>6. Federal/State Grant Program Participation Agreements</b></p> <p>6.1. Grants (Non-Academic)</p> <p>6.2. Student Financial Aid</p> <p>6.3. Funding Agreements (Non-Academic)</p>	<p>Department Chair Appropriate Dean Research Office Director, Contracts</p> <p>Director, Student Financial Aid Ex. Dir. Enrollment Mgt. Dean of Student Services Comptroller Director, Contracts</p> <p>Department Head Appropriate VP Comptroller Contracts Office Research Office</p>	<p>Appropriate VP</p> <p>VP Academic Affairs</p> <p>President VP for Fin. &amp; Adm. VP for Ins. Adv. VP Academic Affairs</p>	<p>President</p> <p>President VP for Fin. &amp; Adm.</p>

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<p><b>7. Federal and State Regulatory Agreements</b></p> <p>7.1. Permits, License, Declarations, Applications Filed with Regulatory Agencies</p>	<p>Department Head            Comptroller            Director, Contracts            VP for Inst. Adv.            Director, Grants</p>	<p>Director, Purchasing</p>	<p>VP for Fin. &amp; Adm.            VP for Academic Affairs</p>
<p><b>8. Legal</b></p> <p>8.1. Litigation (*See Note)  <i>All settlements shall have concurrence of the component CEO and the General Counsel and where required, the approval of the State Attorney General.</i></p> <p>*Note: Approval to Settle  <i>Up to and including \$100,000-General Counsel Over \$100,000 and up to and including \$300,000-Chancellor Over \$300,000-Board of Regents</i></p> <p>8.2. Outside Legal Counsel (Board of Regents' Bylaws, Article III, Section 4 and SP 09.04.01)  <i>The General Counsel, acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its components.</i></p>	<p>General Counsel            Department Head            Appropriate Dean            Appropriate VP</p> <p>General Counsel            Department Head            Dean of College            Appropriate VP            Comptroller            President</p>	<p>President</p> <p>President</p>	<p>President</p> <p>President</p>

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<b>9. Intellectual Property Agreements</b>			
9.1. Technology Transfer			
9.1.1. Invention/Software Copyright Disclosure	Inventor Department Dean of College Appropriate VP President	VP Academic Affairs	President (All contracts require VCBS approval)
9.1.2. License Agreement (Patent)	Inventor Department Head Dean of College Appropriate VP	VP Academic Affairs	President VP for Fin. & Adm. (All Contracts Require VCBS Approval)
9.1.3. Software License	Author Department Head Dean of College Appropriate VP Dept. Head/Director, Dean	VP Academic Affairs	President VP for Fin. & Adm.
9.2. Texas A&M International University Collegiate Licensing	VP for Inst. Adv.		President VP for Fin. & Adm. VP for Inst. Adv.
9.3. TAMU Press Publishing Agreements	Department Head Dean of College Contracts Officer	Director, Contracts	VP Academic Affairs
9.4. TAMU Press Manuscript Agreements	Department Head Director, Purchasing Dean of College	Director, Purchasing Comptroller	VP Academic Affairs

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<b>10. Intra-System Agreements</b> <i>Commitment for the use/acquisition (provision) of resources from (to) other System members</i>	Department Head Dean of College Appropriate VP Comptroller Contracts Office	Comptroller Contracts Office	VP for Fin. & Adm. VP Academic Affairs VP for Inst. Adv.
<b>11. Lease Agreements</b>  11.1. Real Property Lease (TAMIU as Lessor) <i>Rental of University owned facility and/or land for a specific period</i>  11.2. Equipment Lease/Purchase (TAMIU as Lessees) <i>Rental of Equipment for TAMIU use with fixed option to purchase for a specific period - Five years or less</i>  11.3. Equipment Lease/Purchase (Rental) <i>Rental of Equipment for TAMIU use for a specified period - Five years or less</i>  11.4. Real Property Lease <i>Rental of facilities and/or land for TAMIU use for a specified period - Five years or less</i>	Dean VP Academic Affairs VP for Fin. & Adm.  Department Head Director, Purchasing Appropriate Dean Director, Contracts Comptroller  Director, Purchasing Department Head Appropriate Dean Comptroller Director, Contracts  Department Head Appropriate Dean Director, Purchasing Director, Contracts Comptroller	Director, Purchasing  Director, Purchasing  Director, Purchasing	President VP for Fin. & Adm.  VP for Fin. & Adm.  VP for Fin. & Adm.  VP for Fin. & Adm.

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<b>12. Memoranda of Agreement</b> <i>Pledge of Programmatic Commitments Typically Academic in Nature</i>			
12.1. Training Affiliation (Internships) <i>Documents mutual obligations to establish training (internship) opportunities for TAMIU students</i>	Department Head	Dean of College	VP Academic Affairs
12.2. Cooperative Agreements	Department Head	Dean of College	VP Academic Affairs
12.3. International Affairs <i>Documents mutual obligations for international joint programs</i>	Department Head Dean of College VP Academic Affairs Director, Contracts	VP Academic Affairs	President
12.4. International Affairs Supplement <i>Documents specific tasks, budgets and sources of funding for international joint programs</i>	Dean of College VP Academic Affairs Comptroller Director, Contracts VP for Inst. Adv. Grants Office	Contracts Office Comptroller	VP Academic Affairs
12.5. Student Counseling Service Provision of Supervised Training for External Graduate Students	Director, Counseling Dean of College Contracts Office		VP Academic Affairs
12.6 Work-Student Program Agreements	Student Financial Aid Ex. Dir. Enrollment Mgt. Dept. Head Comptroller	Dean of Student Services	VP Academic Affairs VP for Fin. & Adm.

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<p><b>13. Professional Services Agreements (Texas A&amp;M International University Acquiring Professional Services)</b></p> <p>13.1. Educational Testing Services  13.1.1. Annual Contract</p> <p>13.1.2. Provider Agreement for Training</p> <p>13.2. Statutory Professional Services  <i>Acquisition of professional services as defined by Gov. Code, Sec. 2254.002 (accounting, architecture, optometry, medicine, land surveying, and professional engineering when performed within the scope of practices)</i></p> <p>13.2.1. <u>Paid from State Funds</u>  <i>Total Cost of Service (including travel/lodging)</i></p> <p>13.2.2. <u>Paid from Local Funds</u>  <i>Total Cost of Service (including travel/lodging)</i></p> <p>13.3. Special Events  <i>Artistic Entertainment Performance Agreements</i></p> <p>13.3.1. <u>Paid from State Funds</u></p>	<p>Director, Academic Enrichment Center</p> <p>Director, Academic Enrichment Center  Director, Contracts</p> <p>Department Head  Dean  Director, Purchasing  Comptroller  Director, Contracts</p> <p>Department Head  Dean of College  Director, Purchasing  Comptroller  Director, Contracts</p> <p>Department Head  Appropriate Dean  Director, Contracts</p>	<p>Director, Purchasing</p> <p>Director, Purchasing</p> <p>Director, Purchasing</p>	<p>VP Academic Affairs</p> <p>VP Academic Affairs</p> <p>President</p> <p>President</p> <p>President</p>

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<p>13.3.2. <u>Paid from Local Funds</u>  <i>Total Cost of Service (including travel/lodging)</i></p>	<p>Dept. Head            Dean            Director, Contracts            VP for Inst. Adv.</p>	<p>Director, Purchasing</p>	<p>President</p>
<p>13.4 Lecture/Seminar Speaker Agreements  <i>Use of non-faculty/staff to lecture or speak in support of institutional programs</i></p>			
<p>13.4.1. <u>Paid from State Funds</u></p>	<p>Dept. Head            Dean of College            Director, Purchasing            Comptroller            Director, Contracts</p>	<p>Director, Purchasing</p>	<p>VP Academic Affairs            VP for Fin. &amp; Adm.</p>
<p>13.4.2. <u>Paid from Local Funds</u></p>	<p>Dept. Head            Dean of College            Director, Purchasing            Comptroller            Director, Contracts</p>	<p>Director, Purchasing</p>	<p>VP Academic Affairs            VP for Fin. &amp; Adm.</p>
<p>13.4.3. University Lecture  <i>Speakers for University Lecture series</i></p>	<p>University Lecture            Committee</p>	<p>Director, Purchasing</p>	<p>VP Academic Affairs</p>

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<p>14. <b>Purchase Agreements</b>  <i>(Texas A&amp;M International University Acquires Goods or Services) Purchase of outside legal counsel must comply with Section 8.2.</i></p> <p>14.1. Texas A&amp;M International University Purchase Orders  <i>Purchase of goods or services from outside vendor using standard form promulgated by Texas A&amp;M International University Purchasing Services Department in compliance with statutory or regulatory purchasing requirements.</i></p> <p>14.2. Maintenance Agreements</p> <p>14.2.1. Purchase with Equipment Purchase  <i>Purchase of Maintenance services from equipment vendor or as an integral part of equipment purchase</i></p> <p>14.2.2. Stand Alone Purchase  <i>Purchase of maintenance services independent from equipment vendor or purchase</i></p> <p>14.3. Vendor Purchase Orders  <i>Purchase of goods or services from outside vendor using vendor supplied document or agreement</i></p> <p>14.4. Software License Agreements  <i>Contract for site use of computer software using vendor supplied document or agreement</i></p> <p>14.4.1. University  <i>Contract providing University-wide application</i></p>	<p>Dept. Head/Chair  Director, Purchasing</p> <p>Dept. Head  Director, Purchasing  Appropriate VP</p> <p>Dept. Head  Director, Purchasing  Appropriate VP</p> <p>Dept. Head  Director, Purchasing  Director, Contracts</p> <p>Dept. Head  Dean  Director, Purchasing  Director,  Telecommunication  Director, Contracts</p>	<p>Director, Purchasing/ HUB  Coordinator  Comptroller</p> <p>Director, Purchasing /HUB  Coordinator  Comptroller</p> <p>Director, Purchasing /HUB  Coordinator  Comptroller</p> <p>Director, Purchasing /HUB  Coordinator  Comptroller</p> <p>Director, Purchasing /HUB  Coordinator  Comptroller</p>	<p>VP for Fin. &amp; Adm.</p> <p>VP for Fin. &amp; Adm.</p> <p>VP for Fin. &amp; Adm.</p> <p>VP for Fin. &amp; Adm.</p> <p>VP for Fin. &amp; Adm.</p> <p>VP for Fin. &amp; Adm.</p>

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14.4.2. Department <i>Contract Limiting application to specific department</i>	Dept. Head Dean Director, Purchasing Director, Contracts	Director, Purchasing HUB Coordinator Comptroller	VP for Fin. & Adm.
14.5. Partial Sale, Partial Gift Purchases (See System Policy 21.05)	President Office of General Counsel	See System Policy 21.05	See System Policy 21.05
14.6. Memberships <i>(Purchase of Organizational Affiliations for Individuals, Groups or the Institution)</i>			
14.5.1. Professional/Service Associations <i>Purchase by Texas A&amp;M International University on behalf of an individual, group or the institution of a membership in a professional or service organization</i>	Dept. Head Comptroller	Appropriate VP <\$5000	President
14.7. Procurement Card Credit card issued to individuals after attending mandatory training.	Individual Card Hold Dept. Head Director, Purchasing Accounts Payable	Per transaction limit \$2,000	Monthly Limit \$6,000
14.8. Library Acquisitions	Dept. Head Dean Director, Library	Director, Library	VP Academic Affairs

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<b>15. Sales Agreements</b> (Texas A&M International University Provides Goods or Services or Transfers Property Rights)			
15.1. Advertising Agreements <i>Promotional or Sponsor Agreements Relating to Advertising Media</i>	Dept. Head Comptroller Director, Contracts Director, Public Relations	Director, Purchasing/HUB Coordinator	President VP for Fin. & Adm.
15.2. Commercial Product/Promotion Availability Agreements <i>-Vending</i> <i>-Commercial Concessions</i> <i>-Commercial Broadcasts</i>	Dept. Head Comptroller Director, Contracts Director, Public Relations Assoc. VP Adm.	Director, Purchasing/HUB Coordinator	President VP for Fin. & Adm.
15.3. Consultant/Professional Service Agreements <i>Texas A&amp;M International University Acting as Consultant or Performing Professional Service (Including Testing Services)</i>	Dept. Head Appropriate Dean Comptroller Director, Contracts		VP Academic Affairs VP for Fin. & Adm.
15.4. Surplus Property Transfer Surplus Property to Third Parties	Dept. Head Dean Director, Purchasing Comptroller	Assoc. VP Adm.	VP for Fin. & Adm.
<b>16. Special Events</b>			
16.1. Conference/Short-Course	Dept. Head Appropriate Dean		VP Academic Affairs VP for Fin. & Adm.

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<p><b>17. Texas Inter-Agency Agreements</b></p> <p>17.1. Non-Research <i>Commitment for the use/acquisition (provision) of (provision) resources from (to) another state agency</i></p> <p>17.2. Inter-Local <i>Commitment for the use/acquisition (provision) of resources from (to) a Texas home rule city</i></p>	<p>Dept. Head Appropriate Dean Appropriate VP Comptroller</p> <p>Dept. Head Appropriate Dean Appropriate VP Comptroller</p>	<p>Assoc. VP Adm.</p>	<p>VP for Fin. &amp; Adm.</p> <p>VP for Fin. &amp; Adm.</p>
<p><b>18. Construction Projects</b></p> <p>18.1. Rehabilitation Projects - \$2,000,000 or less</p> <p>18.2. New Construction Projects - \$1,000,000 or less</p> <p>18.3. Employment of Architect/Engineer/Professional Services (In accordance with Section 3.1 of this document)</p>	<p>Dept. Head Appropriate Dean Appropriate VP Purchasing (HUB Coordinator)</p> <p>Dept. Head Appropriate Dean Appropriate VP Purchasing (HUB Coordinator)</p> <p>Dept. Head Appropriate Dean Director Physical Plant Purchasing (HUB Coordinator)</p>	<p>VP for Fin. &amp; Adm. Up to \$300,000</p> <p>VP for Fin. &amp; Adm. Up to \$300,000</p> <p>VP for Fin. &amp; Adm. Up to \$300,000</p>	<p>President \$300,000 to \$2,000,000</p> <p>President \$300,000 to \$1,000,000</p> <p>President \$300,000 to \$1,000,000</p>

<sup>1</sup>Contracts which involve a stated or implied consideration with in stated limits and primary terms of five years or less. All contracts must be reviewed by Office of General Counsel, unless in previously approved format or less than \$50,000 with contract review short form attached to contract.

<sup>2</sup>When an office or department is listed in the Routing for Departmental Review or the Authorization to Execute Contracts sections, it is the responsibility of the director of the department, or designee, to review or sign the contract.

<sup>3</sup>All contracts for good or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to historically underutilized businesses and procurement of goods and services from persons with disabilities.