25.07.99.L1 CONTRACT ADMINISTRATION

Approved: September 24, 2014
Last Revised: September 24, 2014
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Supplements: System Policy 25.07 and System Regulation 25.07.01
TAMIU SAP25.07.99.L0.01 President’s Delegation of Authority for Contract Administration

1. GENERAL
The following Texas A&M International University (TAMIU) contract administration rule is promulgated pursuant to The Texas A&M University System (TAMUS) Contract Administration Policy and constitutes the provisions that govern administration of TAMIU contracting authority.

This rule and limits of delegation of authority establish the process for University personnel to approve, sign, and execute contracts binding Texas A&M International University to the performance of any act.

1.1 Delegations of authority pursuant to this rule shall be valid only if in writing.

1.2 Written contracts shall be executed whenever Texas A&M International University enters into a binding agreement with another party that involves any stated or implied consideration.

1.3 Contracts include, but are not be limited to, purchase orders, agreements, cooperative agreements, memoranda of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits and restrictions on acceptances of gifts and bequests. Parties to the above listed contracts include but are not limited to Federal, State and local agencies, non-profit organizations, private businesses, partnerships and individuals.

1.4 Agreements made by Texas A&M International University departments with vendors to provide services internationally must be routed through the Associate Vice President for Administration and assigned Vice President.

1.5 Approval of and signature on a contract constitutes approval to establish an operating budget, which does not exceed the consideration of the contract, without further approval as provided in delegation of authority.

1.6 The Associate Vice President for Administration shall serve as the University Contracts Officer. The Associate Vice President for Administration is also responsible for creating and maintaining a well-defined administrative control environment that assures management exercises its fiduciary responsibilities when executing contracts on behalf of Texas A&M International University.
2. **CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL**
   2.1 Contracts requiring Board of Regents approval shall be forwarded through the assigned Vice President who will prepare the agenda item and appropriate documentation in support of the agenda item.
   2.2 Contracts shall be signed by the Chancellor or the President, as specified in the Board minute order in which they are approved.

3. **PRESIDENT’S DELEGATION OF AUTHORITY TO VICE PRESIDENTS**
   In accordance with System Policy, the President may delegate authority to approve and sign specific contracts to Vice Presidents, but retains overall responsibility for their actions.

4. **PRESIDENT’S DELEGATION OF AUTHORITY TO SENIOR ADMINISTRATORS AND DEPARTMENT HEADS**
   Administrative officers delegated authority to approve and sign contracts must ensure that such documents have received prior review as to form and legal sufficiency by the Office of General Counsel. Requests for contract review by the Office of General Counsel shall be routed through and administered by the Associate Vice President for Administration. Office of General Counsel guidelines are available at [http://www.tamus.edu/offices/legal/help/contracts/](http://www.tamus.edu/offices/legal/help/contracts/).

**OFFICE OF RESPONSIBILITY:**
Office of the Vice President for Finance and Administration