

TEXAS A&M INTERNATIONAL UNIVERSITY  
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 <sup>4</sup>
<p>1. Affiliation Agreement</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>2. Affiliation Service Agreements</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>3. Consultant Agreements</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 President'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>

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<p>4. Employment Agreements</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>4.1.2. Probationary Tenure Track Appointments</p> <p>4.1.3. Non-Tenure Tract Appointments</p> <p>4.1.4. Faculty Appointment Support Agreements</p> <p>4.1.5. Faculty Appointments in Excess of 100% Effort</p> <p>4.1.6. Graduate Assistants <i>Initial Employment Agreement for Graduate Student Assistants</i></p>	<p>Department Chair Dean of College VP Academic Affairs</p> <p>Department Chair Dean of College VP Academic Affairs</p> <p>Department Chair Dean of College VP Academic Affairs</p> <p>Department Chair Dean of College</p> <p>Dept. Head Appropriate Dean VP Academic Affairs</p> <p>Department Chair Dean of College VP Academic Affairs</p>		<p>Chancellor President (All Contracts Require BOR Approval)</p> <p>VP Academic Affairs</p> <p>VP Academic Affairs</p> <p>VP Academic Affairs</p> <p>VP Academic Affairs</p> <p>VP Academic Affairs</p>

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

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6.3. Funding Agreements (Non-Academic)	Department Head Appropriate VP Comptroller Contracts Office Research Office	President VP for Fin. & Adm. VP for Ins. Adv. VP Academic Affairs	
7. Federal and State Regulatory Agreements  7.1. Permits, License, Declarations, Applications Filed with Regulatory Agencies	Department Head Comptroller Director, Contracts VP for Inst. Adv. Director, Grants	Director, Purchasing	VP for Fin. & Adm. VP for Academic Affairs
8. Legal  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>  *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>  8.2. Outside Legal Counsel (Board of Regents' Bylaws, Article III, Section 4 and SP 09.04.01)	General Counsel Department Head Appropriate Dean Appropriate VP    General Counsel Department Head	President       President	President       President

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

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9.4. TAMU Press Manuscript Agreements	Department Head Director, Purchasing Dean of College	Director, Purchasing Comptroller	VP Academic Affairs
10. Intra-System Agreements <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.
11. Lease Agreements  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>	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	Director, Purchasing  Director, Purchasing	President VP for Fin. & Adm.  VP for Fin. & Adm.  VP for Fin. & Adm.

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11.4. Real Property Lease <i>Rental of facilities and/or land for TAMIU use for a specified period - Five years or less</i>	Department Head Appropriate Dean Director, Purchasing Director, Contracts Comptroller	Director, Purchasing	VP for Fin. & Adm.
<p>12. Memoranda of Agreement <i>Pledge of Programmatic Commitments Typically Academic in Nature</i></p> <p>12.1. Training Affiliation (Internships) <i>Documents mutual obligations to establish training (internship) opportunities for TAMIU students</i></p> <p>12.2. Cooperative Agreements</p> <p>12.3. International Affairs <i>Documents mutual obligations for international joint programs</i></p> <p>12.4. International Affairs Supplement <i>Documents specific tasks, budgets and sources of funding for international joint programs</i></p> <p>12.5. Student Counseling Service Provision of Supervised Training for External Graduate Students</p>	<p>Department Head</p> <p>Department Head</p> <p>Department Head Dean of College VP Academic Affairs Director, Contracts</p> <p>Dean of College VP Academic Affairs Comptroller Director, Contracts VP for Inst. Adv. Grants Office</p> <p>Director, Counseling Dean of College Contracts Office</p>	<p>Dean of College</p> <p>Dean of College</p> <p>VP Academic Affairs</p> <p>Contracts Office Comptroller</p>	<p>VP Academic Affairs</p> <p>VP Academic Affairs</p> <p>President</p> <p>VP Academic Affairs</p> <p>VP Academic Affairs</p>

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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.
<p>13. Professional Services Agreements (Texas A&amp;M International University Acquiring Professional Services)</p> <p>13.1. Educational Testing Services</p> <p>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>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>Director, Purchasing</p> <p>Director, Purchasing</p>	<p>VP Academic Affairs</p> <p>VP Academic Affairs</p> <p>President</p> <p>President</p>

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13.3. Special Events <i>Artistic Entertainment Performance Agreements</i> 13.3.1. <u>Paid from State Funds</u>	Department Head Appropriate Dean Director, Contracts	Director, Purchasing	President
13.3.2. <u>Paid from Local Funds</u> <i>Total Cost of Service (including travel/lodging)</i>	Dept. Head Dean Director, Contracts VP for Inst. Adv.	Director, Purchasing	President
13.4 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs</i>			
13.4.1. <u>Paid from State Funds</u>	Dept. Head Dean of College Director, Purchasing Comptroller Director, Contracts	Director, Purchasing	VP Academic Affairs VP for Fin. & Adm.
13.4.2. <u>Paid from Local Funds</u>	Dept. Head Dean of College Director, Purchasing Comptroller Director, Contracts	Director, Purchasing	VP Academic Affairs VP for Fin. & Adm.
13.4.3. University Lecture <i>Speakers for University Lecture series</i>	University Lecture Committee	Director, Purchasing	VP Academic Affairs

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<p>14. <b>Purchase Agreements</b>  <i>(Texas A&amp;M International University Acquires Goods or Services)</i>  <i>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>Dept. Head/Chair            Director, Purchasing</p>	<p>Director, Purchasing/            HUB Coordinator            Comptroller</p>	<p>VP for Fin. &amp; Adm.</p>
<p>14.2. Maintenance Agreements            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>Dept. Head            Director, Purchasing            Appropriate VP</p>	<p>Director, Purchasing /            HUB Coordinator            Comptroller</p>	<p>VP for Fin. &amp; Adm.</p>
<p>14.2.2. Stand Alone Purchase  <i>Purchase of maintenance services independent from equipment vendor or purchase</i></p>	<p>Dept. Head            Director, Purchasing            Appropriate VP</p>	<p>Director, Purchasing /            HUB Coordinator            Comptroller</p>	<p>VP for Fin. &amp; Adm.</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>Dept. Head            Director, Purchasing            Director, Contracts</p>	<p>Director, Purchasing /            HUB Coordinator            Comptroller</p>	<p>VP for Fin. &amp; Adm.</p>
<p>14.4. Software License Agreements  <i>Contract for site use of computer software using vendor supplied document or agreement</i>            14.4.1. University  <i>Contract providing University-wide application</i></p>	<p>Dept. Head            Dean            Director, Purchasing            Director,            Telecommunication            Director, Contracts</p>	<p>Director, Purchasing /            HUB Coordinator            Comptroller</p>	<p>VP for Fin. &amp; Adm.</p>

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<p>14.4.2. Department <i>Contract Limiting application to specific department</i></p>	<p>Dept. Head Dean Director, Purchasing Director, Contracts</p>	<p>Director, Purchasing HUB Coordinator Comptroller</p>	<p>VP for Fin. &amp; Adm.</p>
<p>14.5. Partial Sale, Partial Gift Purchases (See System Policy 21.05)</p>	<p>President Office of General Counsel</p>	<p>See System Policy 21.05</p>	<p>See System Policy 21.05</p>
<p>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></p>	<p>Dept. Head Comptroller</p>	<p>Appropriate VP &lt;\$5000</p>	<p>President</p>
<p>14.7. Procurement Card Credit card issued to individuals after attending mandatory training.</p>	<p>Individual Card Hold Dept. Head Director, Purchasing Accounts Payable</p>	<p>Per transaction limit \$2,000</p>	<p>Monthly Limit \$5,000</p>
<p>14.8. Library Acquisitions</p>	<p>Dept. Head Dean Director, Library</p>	<p>Director, Library</p>	<p>VP Academic Affairs</p>

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<p><b>16. Special Events</b></p> <p>16.1. Conference/Short-Course</p>	<p>Dept. Head  Appropriate Dean</p>		<p>VP Academic Affairs  VP for Fin. &amp; Adm.</p>

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**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 <sup>4</sup>
<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 - \$4,000,000 or less</p> <p>18.2. New Construction Projects - \$4,000,000 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 \$4,000,000</p> <p>President \$300,000 to \$4,000,000</p> <p>President \$300,000 to \$4,000,000</p>

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<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 the 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 goods 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.  
<sup>4</sup>All contracts over \$200,000 must be signed by the President.