



**Chief Executive Officer and President’s Delegation of Authority for Contract Administration  
Fiscal Year 2020**

**General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance and Administration or Associate Vice President for Administration is delegated the authority to execute the contract. Other exceptions to this delegation are stated in System Policy 25.07, §3.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

**LEGEND:**

CEO	Chief Executive Officer (authority may not be delegated)	President	President of the institution (authority may be delegated)
VPAA	Vice President for Academic Affairs and Provost	VPFA	Vice President for Finance and Administration
VPIA	Vice President for Institutional Advancement	VPSS	Vice President for Student Success
AVPFA	Associate Vice President for Finance and Administration	AVPIT	Associate Vice President for Information Technology
DEAN	Dean of respective college	CHAIR	Academic unit head
PI	Principle Investigator/Research	DIRECTOR	Administrative unit head
AVPC	Associate Vice President for Compliance	AVPIA	Associate Vice President for Institutional Advancement
AVPSS	Associate Vice President for Student Success	AVPSA	Associate Vice President for Student Affairs
AVPSR	Associate Vice President for Sponsored Research	APVST	Associate Provost
CMPT	Comptroller	PURCH	Director of Purchasing
DGC	Director, Grants & Contracts	CS	Contract Specialist

AD	Director of Athletics	AAD	Associate Athletic Director
System	The Texas A&M University System	OGC	System Office of General Counsel
SREO	System Real Estate Office (OGC)	SYCO	System Marketing & Communications
SOBA	System Office of Business Affairs	SCE	System Compliance and Ethics
TTC	System Technology Commercialization	FPC	System Facilities, Planning & Construction
SIT	System Office of Information Technology	BOR	System Board of Regents

**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 an unaltered contract form or template approved by OGC within the preceding three years;
  - 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 be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services* and University SAP 25.07.03.L0.01, *Purchasing Procedures*. 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 Questions regarding contract administration should be directed to the Associate Vice President for Administration as outlined in University Rule 25.07.99.L1, *Contract Administration*.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)														
<b>1. ADVERTISING AGREEMENTS</b>																	
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Requesting department</li> <li>• Appropriate VP</li> <li>• Director, Public Relations</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>														
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>																	
2.1 Agreement with Foreign Governmental Bodies	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Academic</u></td> <td style="width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>Appt. AVP</td> </tr> <tr> <td>• Export Control</td> <td></td> </tr> <tr> <td>• Appropriate VP</td> <td></td> </tr> <tr> <td>• DGC</td> <td></td> </tr> <tr> <td>• OGC</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	Appt. AVP	• Export Control		• Appropriate VP		• DGC		• OGC		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<u>Academic</u>	<u>Administrative</u>																
• Chair	Director																
• Dean	Appt. AVP																
• Export Control																	
• Appropriate VP																	
• DGC																	
• OGC																	
2.2 Private Companies & Foundations	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Academic</u></td> <td style="width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>Appt. AVP</td> </tr> <tr> <td>• VPAA</td> <td>Appropriate VP</td> </tr> <tr> <td>• VPIA</td> <td></td> </tr> <tr> <td>• OGC</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	Appt. AVP	• VPAA	Appropriate VP	• VPIA		• OGC		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>		
<u>Academic</u>	<u>Administrative</u>																
• Chair	Director																
• Dean	Appt. AVP																
• VPAA	Appropriate VP																
• VPIA																	
• OGC																	
<b>3. ARTICULATION AGREEMENTS</b>																	
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• Export Control (when applicable)</li> <li>• AVPVST</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• AVPVST</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>														

<b>4. ATHLETIC AGREEMENTS</b>				
4.1	Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• Head Coach</li> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
	4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> <li>• Head Coach</li> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
4.2	Athletic Event Sponsorship	<ul style="list-style-type: none"> <li>• AD</li> <li>• VPIA</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
4.3	Transportation Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Head Coach</li> <li>• AAD-Business</li> <li>• AD</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
4.4	Hotel Purchase Order Contracts	<ul style="list-style-type: none"> <li>• Head Coach</li> <li>• SAD</li> <li>• AD</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• &lt; \$25,000</li> <li>• AD</li> </ul>	<ul style="list-style-type: none"> <li>• All others</li> <li>• PURCH</li> </ul>
4.5	Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6	Recreational Sports Event Sponsorship	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVPSA</li> <li>• VPSS</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPSS</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>

<b>5. COLLECTION AGENCY AGREEMENTS</b>													
5.1 Collection of Accounts ( <i>See 5.1.1 below</i> ). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General. [LANGUAGE FROM CONTRACT TEMPLATE]</i>													
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• CFO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, CFO or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b></li> </ul>											
<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>													
6.1 Minor Projects (Less than \$4,000,000)	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VPIA/VPSS</td> </tr> <tr> <td>• CS/VPFA</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VPIA/VPSS	• CS/VPFA		<ul style="list-style-type: none"> <li>• VPFA and CEO</li> </ul>	
<u>Academic</u>	<u>Administrative</u>												
• Chair	Director												
• Dean	AVP												
• VPAA	VPIA/VPSS												
• CS/VPFA													
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CS/VPFA</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CS/VPFA		<ul style="list-style-type: none"> <li>• VPFA and CEO</li> </ul>	
<u>Academic</u>	<u>Administrative</u>												
• Chair	Director												
• Dean	AVP												
• VPAA	VP												
• CS/VPFA													
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• CS</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>											
<b>7. CONSULTING AGREEMENTS</b>													
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 25.7 herein.	See Section 25.7 herein.	See Section 25.7 herein.										
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3<sup>rd</sup> parties</i>	See Section 24.1 herein.	See Section 24.1 herein.	See Section 24.1 herein.										

<b>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>				
8.1	Personal Property with Restrictions <i>(including indemnification)</i> on Acceptance <i>(including cash or cash equivalents)</i> See SP 21.05.	<ul style="list-style-type: none"> <li>• VPIA</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPIA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
8.2	Real Property <i>(including all bequests)</i> 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.

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<b>9. EMPLOYMENT APPOINTMENTS</b>			
<b>9.1 Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)</b>			
9.1.1 Approval of Appointment Offers – Tenure with Appointment ( <i>Rank of Professor, Associate Professor</i> )	<p><b>WORKDAY PROCESS</b></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>Minimum Qualification Review</li> <li>• AVPSR</li> <li>• Director Grants/Contracts</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• President and Chancellor</li> <li>• BOR Approval</li> </ul>	<ul style="list-style-type: none"> <li>• President and Chancellor</li> <li>• BOR Approval</li> </ul>
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments ( <i>Rank of Associate Professor, Assistant Professor, Instructor</i> )	<p><b>WORKDAY PROCESS</b></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPSR</li> <li>• Director Grants/Contracts</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	<p><b>WORKDAY PROCESS</b></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	<ul style="list-style-type: none"> <li>• VPAA</li> <li>• Human Resources</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Human Resources</li> <li>• VPAA</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>

9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Human Resources</li> <li>• VPAA</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Human Resources</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• Director</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Associate Dean</li> <li>• Dean</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> <li>• Dean</li> <li>• VPAA</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean, College</li> <li>• Dean, Graduate Studies</li> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>



<b>9.2 Non-Faculty Employment Appointments</b>			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> <li>WORKDAY PROCESS</li> <li>Director</li> <li>AVP</li> <li>VP</li> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>&lt;\$50,000 HR</li> <li>All others HR and VPFA</li> </ul>	<ul style="list-style-type: none"> <li>HR and VPFA</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>WORKDAY PROCESS</li> <li>Director</li> <li>AVP</li> <li>VP</li> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>&lt;\$50,000 HR</li> <li>All others HR and VPFA</li> </ul>	<ul style="list-style-type: none"> <li>HR and VPFA</li> </ul>
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
<b>10. EMPLOYEE BENEFITS CONTRACTS – Risk Management</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>TAMIU as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TAMUS-owned equipment.</i>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
11.2 Equipment Lease for <i>TAMIU</i> -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMIU - owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
11.2.1 Rental Vehicles <i>(Non- TAMIU Lessee)</i>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<i><b>TAMIU as Lessee</b></i>				
11.3	Equipment Lease with Purchase Option <i>Rental of equipment for TAMUS use with fixed option to purchase within a specified period (five years or less).</i>	<u>Academic</u> • Chair • Dean • PURCH • VPAA	<u>Administrative</u> Director AVP PURCH VPFA	• PURCH    • VPFA
11.4	Equipment Lease (Rental) <i>Rental of equipment for TAMIU use for a specified period (five years or less).</i>	<u>Academic</u> • Chair • Dean • PURCH • VPAA	<u>Administrative</u> Director AVP PURCH VP	• PURCH    • VPFA
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>				
12.1	Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<u>Academic</u> • Faculty • Chair • Dean • VPAA	<u>Administrative</u> Director AVP VP VPFA	• VPAA or VPFA    • VPAA or VPFA
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>				
13.1	System Depositories (SP 22.02)	• TAMUS		•
13.2	Investment Management (SP 22.02)			
	13.2.1 Investment Consultants and Advisors (subject to provisions of Section 6 Consultant Agreements)	• TAMUS		•
	13.2.2 Investment Management (SP 22.02)	• TAMUS		•
13.3	Debt Management (SP 23.02, RFS, HEF and PUF)			
	13.3.1 Financial Advisors (subject to provisions of Section 6 Consultant Agreements)	• TAMUS		•
	13.3.2 Bond Counsel (See Section 18.2 Legal)	• TAMUS		•
13.4	Other Banking Functions (Custodial agreements, securities lending agreements)	• TAMUS		•

<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)</b>				
14.1	Grants (sponsored projects) (See Section 23.1)	<ul style="list-style-type: none"> <li>• PI</li> <li>• Dean</li> <li>• Sponsored Research</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
14.2	Student Financial Aid	<ul style="list-style-type: none"> <li>• Director, Financial Aid</li> <li>• AVPSS</li> <li>• VPSS</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
14.3	Funding Agreements ( <i>Academic</i> )	<ul style="list-style-type: none"> <li>• PI/Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
14.4	Funding Agreements ( <i>Non-Academic</i> )	<ul style="list-style-type: none"> <li>• Director</li> <li>• Appropriate AVP</li> <li>• Appropriate VP</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)				
15.1	Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> <li>• TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
15.2	Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
15.3	Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> <li>• TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>

<p>15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User)</p> <p>NOTE: <b><u>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u></b></p>	<ul style="list-style-type: none"> <li>• TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
<p>15.5 Workers’ Compensation Insurance Claims processing or settlement</p>	<ul style="list-style-type: none"> <li>• TAMUS Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
<p>15.6 Administrative Contracts</p>	<table border="0"> <tr> <td style="padding-right: 20px;"><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Faculty</td> <td>Director</td> </tr> <tr> <td>• Chair</td> <td>AVP</td> </tr> <tr> <td>• Dean</td> <td>VP</td> </tr> <tr> <td>• VPAA</td> <td></td> </tr> <tr> <td>• DGC</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Faculty	Director	• Chair	AVP	• Dean	VP	• VPAA		• DGC		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>														
• Faculty	Director														
• Chair	AVP														
• Dean	VP														
• VPAA															
• DGC															
<p><b>16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&amp;M Technology Commercialization (TTC)</b></p>															
<p>16.1 Technology Transfer</p>															
<p>16.1.1 Patent License Agreement <i>(Technology Transfer)</i></p>	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• Chair</li> <li>• Dean</li> <li>• Dean, Graduate Studies</li> <li>• VPAA</li> <li>• President</li> <li>• System Technology Office</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>												
<p>16.1.2 Non-Patent License Agreement <i>(Technology Transfer)</i></p>	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• Chair</li> <li>• Dean</li> <li>• Dean, Graduate Studies</li> <li>• VPAA</li> <li>• President</li> <li>• System Technology Office</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>												
<p>16.1.3 Trademark License</p>	<ul style="list-style-type: none"> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												

16.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• Chair</li> <li>• Dean</li> <li>• Dean, Graduate Studies</li> <li>• AVPSR</li> <li>• VPAA</li> <li>• System Technology Office</li> </ul>	<ul style="list-style-type: none"> <li>• AVPSR</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>												
16.1.5 Software License	See Section 21.3 herein.	See Section 21.3 herein.	See Section 21.3 herein.												
16.1.6 Material Transfer ( <i>Commercial</i> )	• N/A	•	•												
16.1.7 Material Transfer ( <i>Non-Commercial</i> )	• N/A	•	•												
16.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> <li>• Inventor</li> <li>• Chair</li> <li>• Dean</li> <li>• Dean, Graduate Studies</li> <li>• VPAA</li> <li>• President</li> <li>• System Technology Office</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>												
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>												
16.4 Nondisclosure/Confidentiality Agreements <i>Committing TAMUS or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<table style="border: none; width: 100%;"> <tr> <td style="width: 50%;"><u>Academic</u></td> <td style="width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Faculty</td> <td>Director</td> </tr> <tr> <td>• Chair</td> <td>AVP</td> </tr> <tr> <td>• Dean</td> <td>VP</td> </tr> <tr> <td>• VPAA</td> <td></td> </tr> <tr> <td>• CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Faculty	Director	• Chair	AVP	• Dean	VP	• VPAA		• CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>														
• Faculty	Director														
• Chair	AVP														
• Dean	VP														
• VPAA															
• CS															
16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	<table style="border: none; width: 100%;"> <tr> <td style="width: 50%;"><u>Academic</u></td> <td style="width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Faculty</td> <td>Director</td> </tr> <tr> <td>• Chair</td> <td>AVP</td> </tr> <tr> <td>• Dean</td> <td>VP</td> </tr> <tr> <td>• VPAA</td> <td></td> </tr> <tr> <td>• CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Faculty	Director	• Chair	AVP	• Dean	VP	• VPAA		• CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<u>Academic</u>	<u>Administrative</u>														
• Faculty	Director														
• Chair	AVP														
• Dean	VP														
• VPAA															
• CS															

<p>16.6 Business Services Agreements (with outside entities)</p>	<p><u>Academic</u></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• VPFA</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<p>16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations</p>	<p><u>Academic</u></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• VPFA</li> <li>• OGC</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
<p>16.8 Federal/State Program Participation Agreements</p>	<p><u>Academic</u></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• DGC</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<p>16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)</p>	<p><u>Academic</u></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• DGC</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<p>16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members</p>	<p><u>Academic</u></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• CS</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<p>16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities</p>	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVP</li> <li>• VP</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>

<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>													
17.1	Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• VP</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										
17.2	Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• VP</li> <li>• CS</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										
<b>18. INTRA-SYSTEM AGREEMENT</b>													
18.1	Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<table style="border: none; width: 100%;"> <tr> <td style="text-align: center; width: 50%;"><u>Academic</u></td> <td style="text-align: center; width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>• Director</td> </tr> <tr> <td>• Dean</td> <td>• AVP</td> </tr> <tr> <td>• VPAA</td> <td>• VP</td> </tr> <tr> <td>•</td> <td>• VPFA</td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	• Director	• Dean	• AVP	• VPAA	• VP	•	• VPFA	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>												
• Chair	• Director												
• Dean	• AVP												
• VPAA	• VP												
•	• VPFA												
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>													
19.1	Litigation ( <i>See 19.1.1 below</i> ) <i>All settlements shall have concurrence of the TAMIU CEO and General Counsel and where required, the approval of the State Attorney General.</i>												
	19.1.1 Approval to Settle: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b> <b>More than \$300,000 BOR</b>	<ul style="list-style-type: none"> <li>• President</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• OGC</li> </ul>										
19.2	Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>• President</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• See 18.1.1</li> </ul>										

<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC</b>			
20.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUS and non-TAMUS entities; contracts to perform educational and service activities consistent with the TAMUS mission.</i>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPVST</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.2	Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Appropriate AVP</li> <li>• Appropriate VP</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.3	International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVPSA</li> <li>• VPSS</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.4	International Study Abroad Program	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVPSS</li> <li>• VPSS</li> <li>• AVPVST</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.5	Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUS' students.</i>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPVST</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
20.6	Work Study Program Agreements	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• AVPVST</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>



<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>															
21.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TAMUS and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Appropriate AVP</li> <li>• Appropriate VP</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate VP</li> <li>• Appropriate VP</li> <li>• President</li> </ul>												
<b>22. PURCHASE AGREEMENTS (TAMIU acquiring goods and non-professional services)</b>															
22.1	TAMUS Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by TAMUS which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• Chair/Director</li> <li>• Dean/AVP</li> <li>• VP</li> <li>• CS</li> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• VPFA</li> </ul>												
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"> <li>• Chair/Director</li> <li>• Dean/AVP</li> <li>• VP</li> <li>• CS</li> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• VPFA</li> </ul>												
22.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>															
22.3.1	Department <i>Contract limiting application to specific Department.</i>	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td></td> <td>AVPIT/CIO</td> </tr> <tr> <td>•</td> <td>PURCH</td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP		AVPIT/CIO	•	PURCH	<ul style="list-style-type: none"> <li>• PURCH</li> <li>• VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>														
• Chair	Director														
• Dean	AVP														
• VPAA	VP														
	AVPIT/CIO														
•	PURCH														
22.3.2	University Offices <i>Contract providing institutional office computing application.</i>	<ul style="list-style-type: none"> <li>• AVPIT/CIO</li> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• AVPA</li> <li>• VPFA</li> </ul>												

22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>													
22.4.1 Professional/Service Associations <i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<table border="0"> <tr> <td style="text-align: center;"><u>Academic</u></td> <td style="text-align: center;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CS or VPFA</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CS or VPFA		• VPAA or VPFA	• President
<u>Academic</u>	<u>Administrative</u>												
• Chair	Director												
• Dean	AVP												
• VPAA	VP												
• CS or VPFA													
22.4.2 Social/Individual <i>Purchase by TAMIU on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• AVP</li> <li>• VP</li> <li>• AVPFA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• &lt;\$25,000</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>All others</li> <li>President</li> </ul>	• CEO									
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Director</li> <li>• VPAA</li> <li>• PURCH</li> </ul>	• VPAA or PURCH	• President										
22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Director</li> <li>• VPAA</li> <li>• CS</li> <li>• PURCH</li> </ul>	• VPAA or PURCH	• President										
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• PURCH</li> </ul>	• VPFA	• CEO										
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• CS</li> <li>• PURCH</li> </ul>	• PURCH	• VPFA										
22.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• OGC/SREO</li> </ul>	• President	• CEO										

22.10 Financing Service Agreements related to the acquisition of good or services.	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>												
• Chair	Director												
• Dean	AVP												
• VPAA	VP												
• CS													
<b>23. REAL PROPERTY TRANSACTIONS</b> (SP 41.01, SR 41.01.01) <sup>1</sup> * 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"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>											
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• 19.2 Lease of Real Property</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>											
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> <li>○ SOBA and OGC must approve prior to CEO accepting gift.</li> </ul>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPIA</li> <li>• VPFA</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• OGC and CEO</li> <li>• OGC, CEO and BOR</li> </ul>											
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> <li>○ All dispositions or exchanges of real property must be approved by the BOR.</li> <li>○ Member CEOs may recommend disposal or exchange of System real property.</li> </ul>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA &lt;\$100,000.00</li> <li>• President &lt;\$799,999</li> </ul>											

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

<b>23.5 Lease of Real Property</b>		
<p><b>23.5.1 TO 3<sup>rd</sup> Parties</b></p> <ul style="list-style-type: none"> <li>○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i></li> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul>	<ul style="list-style-type: none"> <li>• CS</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<p><b>23.5.2 FROM 3<sup>rd</sup> Parties</b></p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for TAMUS use for a specified period.</i></p> <p><i>Per SR 41.01.01, §6:</i></p> <ul style="list-style-type: none"> <li>○ <i>SREO shall review all such leases except residential property and storage space leases that do not exceed 2 years or \$50,000.</i></li> <li>○ <i>Member CEOs may execute residential property and storage space leases that do not exceed 2 years or \$50,000 and all other leases that do not exceed 5 years or \$500,000.</i></li> </ul>	<ul style="list-style-type: none"> <li>• CS</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<p><b>23.5.3 Student Retreat Facility</b></p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TAMUS use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Appropriate AVP</li> <li>• Appropriate VP</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>

23.6 Easements (SP 41.01, §6)		
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> <li>• CS</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
23.6.2 System as Grantee (easement across 3 <sup>rd</sup> party's property) <b>(Requires BOR approval if over \$300,000)</b>	<ul style="list-style-type: none"> <li>• CS</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• CS</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
23.7 Housing Agreements		
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• Student Housing Management Committee</li> <li>• CS</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• Student Housing Management Committee</li> <li>• CS</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
23.8 Other Grants of Rights in Real Property		
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> <li>• Event Services</li> </ul>	<ul style="list-style-type: none"> <li>• Event Services or VPIA</li> </ul>
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>

<p>23.8.3 Permits, Licenses and Facility Use Agreements covering 3<sup>rd</sup> Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2</p>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<p>23.8.4 Oil, Gas and Mineral Rights Leasing (Requires BOR approval if less than 25% royalty, more than 3-year primary term, or no drilling requirement within primary term) See SP 41.01, §5</p>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<p>23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)</p>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<p>23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance &amp; Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)</p>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<p>23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 25.6)</p>	<ul style="list-style-type: none"> <li>• CS</li> <li>• VPFA</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<p>23.10 RELIS Campus Leases, Licenses, Permits and Facility Use Agreements</p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>24. RESEARCH AGREEMENTS</b>				
24.1	Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and CEO</li> </ul>
24.2	Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>
24.3	Proposal Submissions	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
24.4	Teaming Agreements	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>
24.5	Non-disclosure Agreements	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Grants and Contracts</li> <li>• AVPSR</li> <li>• DGC-OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>
24.6	Material Transfer Agreements	<ul style="list-style-type: none"> <li>• Sponsored Research</li> <li>• Export Control</li> <li>• AVPSR</li> <li>• DGC-OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and President</li> </ul>
24.7	Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• PI</li> <li>• Sponsored Research</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>

24.8	Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> <li>• PI</li> <li>• Sponsored Research</li> <li>• AVPSR</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>										
<b>25. REVENUE GENERATING AGREEMENTS</b>														
25.1	Revenue Generating	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><u>Academic</u></td> <td style="text-align: center; width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CMPT</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CMPT		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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• Chair	Director													
• Dean	AVP													
• VPAA	VP													
• CMPT														
<b>26. SALES AGREEMENTS (TAMIU providing goods or services)</b>														
26.1	Consultant/Professional Service Agreements <i>TAMUS acting as consultant or performing professional service (including testing services).</i>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><u>Academic</u></td> <td style="text-align: center; width: 50%;"><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CMPT</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CMPT		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>													
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• Dean	AVP													
• VPAA	VP													
• CMPT														
26.1.1	Analysis Testing	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• DGC</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA or President</li> </ul>										
26.2	Property Transfer Agreements (inventoried and non-inventoried items)													
26.2.1	Transfer or surplus property	<ul style="list-style-type: none"> <li>• Department</li> <li>• CMPT-inventory</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										
26.2.2	Transfer within the System	<ul style="list-style-type: none"> <li>• Department</li> <li>• Receiving Member</li> <li>• CMPT-inventory</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										
26.2.3	Transfer to another state agency	<ul style="list-style-type: none"> <li>• Department</li> <li>• Receiving Agency</li> <li>• CMPT-inventory</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										



26.2.4	Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Department</li> <li>• VP</li> <li>• PURCH-inventory</li> <li>• PURCH</li> <li>• CMPT</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>										
<b>27. SERVICES AGREEMENTS (TAMIU acquiring services)</b>														
27.1	Educational Testing Services	<ul style="list-style-type: none"> <li>• Director</li> <li>• Dean, University College</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA</li> </ul>										
27.2	Entertainment Events <i>Artistic entertainment performance agreements.</i>	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CS		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and VPFA</li> </ul>
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• CS														
27.3	Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CS		<ul style="list-style-type: none"> <li>• VPAA or VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPAA and VPFA</li> </ul>
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<b>27.4 Maintenance Agreements</b>														
27.4.1	Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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27.4.2	Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<table border="0"> <tr> <td><u>Academic</u></td> <td><u>Administrative</u></td> </tr> <tr> <td>• Chair</td> <td>Director</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> </tr> <tr> <td>• VPAA</td> <td>VP</td> </tr> <tr> <td>• CS</td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	• Chair	Director	• Dean	AVP	• VPAA	VP	• CS		<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<u>Academic</u>	<u>Administrative</u>													
• Chair	Director													
• Dean	AVP													
• VPAA	VP													
• CS														
27.5	Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• AVPSA</li> <li>• VPSS</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>										

<p>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 18 herein.</i></p>	<ul style="list-style-type: none"> <li>• Chair/Director</li> <li>• Dean/AVP</li> <li>• VP</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>				
<p>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 18 herein.</i></p>	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• CS</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul> </td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• PURCH</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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<p>27.8 Student Medical Services</p>	<ul style="list-style-type: none"> <li>• AVPSA</li> <li>• VPSS</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>				
<p>27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i></p>	<table border="0"> <tr> <td style="vertical-align: top;"><u>Academic</u></td> <td style="vertical-align: top;"><u>Administrative</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• CS</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul> </td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Dean</li> <li>• VPAA</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>Director</li> <li>AVP</li> <li>VP</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
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<b>28. SPECIAL EVENTS</b>																											
28.1	Conference/Short-Course	<table border="0"> <tr> <td style="text-align: center;"><u>Academic</u></td> <td style="text-align: center;"><u>Administrative</u></td> <td></td> <td></td> </tr> <tr> <td>• Chair</td> <td>Director</td> <td>• VPFA</td> <td>• VPFA</td> </tr> <tr> <td>• Dean</td> <td>AVP</td> <td></td> <td></td> </tr> <tr> <td>• AVPVST</td> <td>VP</td> <td></td> <td></td> </tr> <tr> <td>• Director, Continuing ED</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• CS</td> <td></td> <td></td> <td></td> </tr> </table>	<u>Academic</u>	<u>Administrative</u>			• Chair	Director	• VPFA	• VPFA	• Dean	AVP			• AVPVST	VP			• Director, Continuing ED				• CS				
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• Dean	AVP																										
• AVPVST	VP																										
• Director, Continuing ED																											
• CS																											
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"> <li>• Director, FPA Facilities</li> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• Dean, COAS or CS</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>																							
<b>29.</b>	<b>UNCLASSIFIED AGREEMENTS</b> <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> <li>• CS</li> </ul>	<ul style="list-style-type: none"> <li>• AVPFA</li> </ul>	<ul style="list-style-type: none"> <li>• AVPFA or VPFA</li> </ul>																							