



Rule

25.07.99.L1 Contract Administration

First Approved: September 24, 2014
Revised: December 8, 2015
February 14, 2019
Next Scheduled Review: February 14, 2024

Rule Statement and Reason for Rule

The following Texas A&M International University (TAMIU) contract administration rule is promulgated pursuant to Texas A&M University System (System) [Policy 25.07, Contract Administration](#) and constitutes the provisions that govern administration of TAMIU contracting authority.

This rule and limits of delegation of authority establish the process for TAMIU personnel to approve, sign, and execute contracts binding TAMIU to the performance of any act.

Procedures and Responsibilities

1. DELEGATION OF AUTHORITY

Delegations of authority pursuant to this rule shall be valid only if in writing. All contracts must be routed through the appropriate administrative channels as delineated in TAMIU Standard Administrative Procedure (SAP) [25.07.01.L0.01, President's Delegation of Authority for Contract Administration](#). *Failure to do so may result in the invalidation of the contract and potential disciplinary action against the employee and/or other appropriate action against the department.*

1.1 Written contracts shall be executed whenever TAMIU enters into a binding agreement with another party that involves any stated or implied consideration.

- 1.2 Contracts may include, but are not necessarily 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 may include but are not necessarily limited to Federal, State, and local agencies, non-profit organizations, private businesses, partnerships, and individuals.
- 1.3 Contracts negotiated for the use of TAMIU departments with vendors to provide services internationally must be routed through the Associate Vice President for Administration (AVP-Administration) and assigned Vice President following the established delegation of authority.
- 1.4 Approval, execution, or award acceptance of 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.
- 1.5 The AVP-Administration shall serve as the TAMIU Contracts Officer. The AVP-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 TAMIU.
- 1.6 The AVP-Administration is responsible for the administrative management of large-scale contracts with TAMIU-wide implications. In coordination with the Purchasing department, a contract developer and contract manager are assigned to manage the daily aspects of all TAMIU-wide contracts through the contract lifecycle. This oversight will include monitoring all financial and operational elements with regular reporting to the AVP-Administration. For all other contracts, per the delegation of the authority and subject to Section 4 below, not involving the purchase of goods or services, including those large-scale contracts specific to a TAMIU operational or academic unit, the respective operational or academic unit to which a contract pertains will be responsible for all operational elements and provide regular reporting to division senior administration and the AVP-Administration.

2. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

- 2.1 Contracts requiring Board of Regents (BOR) approval shall be forwarded to the Special Assistant to the President through the assigned Vice President who will prepare the agenda item and appropriate documentation in support of the agenda item. The Special Assistant to the President shall forward the item to and coordinate with the BOR agenda scheduling office to ensure inclusion on the appropriate BOR agenda.
- 2.2 Contracts approved by the BOR shall be signed by the Chancellor or the President, as specified in the BOR 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 and the AVP-Administration, but retains overall responsibility for their actions.

4. PRESIDENT'S DELEGATION OF AUTHORITY TO SENIOR ADMINISTRATORS AND DEPARTMENT HEADS

Administrative officer's 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 AVP-Administration.

Related Statutes, Policies, Regulations, or SAP's

[System Policy 25.07, Contract Administration](#)

[System Regulation 25.07.01, Contract Administration, Delegations, and Reporting](#)

[TAMIU SAP 25.07.01.L0.01, President's Delegation of Authority for Contract Administration](#)

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