

Texas A&M University-Commerce
 Texas A&M University-Commerce
 25.07.01.R0.02 President's Delegation of Authority

Jun-10

Type of Contract	Routing for Departmental Review	Authorization to Execute Contracts \$100,000 or Less	Authorization to Execute Contracts \$100,000 to \$200,000
1. Affiliation Agreements			
1.1. Agreement with Foreign Governmental Bodies	Account Manager Dean Comptroller Vice Presidents VPBA Director, Contract Administration	VPBA Director, Contract Administration	President/CEO
2. Affiliation Service Agreements			
2.1. Private Companies & Foundations	Account Manager Dean Comptroller Vice Presidents VPBA Director, Contract Administration	VPBA Director, Contract Administration	President/CEO
3. Athletic Agreements			
3.1. Athletic Events Schedule NCAA sanctioned sporting events	Director, Contract Administration President/CEO Athletic Director	President/CEO	President/CEO
3.2. Athletic Event Sponsorship	Athletic Director President/CEO		
3.3. Recreational Sports & Event Sponsorship	Athletic Director President/CEO		
4. Consultant Agreements			
4.1. Statutory Consultant Agreements - Use of private consultants (not an employee) governed by Gov. Code, Chapter 2254, Sub chapt. B. Contracts over \$25,000 requires Governor's approval.	Provost and VPA&SA Account Manager Dean Director, Contract Administration	Director, Contract Administration or Director, Purchasing VPBA (Applies to All Funds Including Foundation & Grants)	President/CEO
5. Donor Agreements			
5.1. Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents)	Vice President for Institutional Advancement	VPBA (Requires BOR Acceptance)	VPBA (Requires BOR Acceptance)
5.2. Real Property (and all bequests)	Vice President for Institutional Advancement VPBA President/CEO SREO AVPBA	Chancellor (Requires BOR Approval)	Chancellor (All contracts require BOR Approval)
5.3. Personal Property without Restrictions	Vice President for Institutional, Advancement	VPBA	VPBA
6. Employment Agreements Offer Letters-conditional letters of appointment to faculty			
6.1.1. Appointments with Tenure	Faculty Advisory Committee Department Head Dean Provost President/CEO	Chancellor	Chancellor (All contracts require BOR approval)
6.1.2. Probationary Tenure Track Appointments	Department Head Dean Provost President/CEO	Chancellor	Chancellor (Does not require BOR approval except with the granting of tenure which requires BOR approval)

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6.1.3. Non Tenure Track Appointments	Department Head Dean Provost President/CEO	Provost	Provost
6.1.4. Faculty Appointments in Excess of 100% Effort	Requesting Dept Head Employee's Dept Head Dean, Requesting Dept Dean, Host Dept Provost President/CEO	Provost	Provost
6.1.5. Teaching Assistants, Graduate Assistants, and Research Assistants	Department Head Dean Graduate Dean	Provost	Provost
6.1.6. Continuing Education Instructional Activity in Support of Continuing Education Resulting in Additional (above budgeted salary) Compensation	Director of Professional Development Account Manager	Provost	Provost
6.1.7. Contract Workforce Service Agreements of Continuing Education Resulting in Additional (above budgeted salary) Compensation	Department Head Director, Human Resources Director, Budgets & Reporting	Director, Contract Administration VPBA	VPBA
7.1. Grants (Non-Academic)	Account Manager Dean Vice Presidents Graduate Dean Fiscal Office Accounts Mgr	Director, Contract Administration VPBA	VPBA
7.2. Student Financial Aid	Financial Aid/Bursar Provost	Director, Contract Administration VPBA	VPBA
7.3. Funding Agreements (Non-Academic)	Account Manager Graduate Dean Fiscal Office Accts Mgr VPBA	Director, Contract Administration VPBA	VPBA
8. Federal & State Regulatory Agreements			
8.1. Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	Account Manager	Director, Contract Administration VPBA	VPBA
9. Intellectual Property Agreements			
9.1. Technology Transfer			
9.1.1. Invention/Software Copyright Disclosure	Inventor Account Manager Dean	Director of Info Technology (<\$25,000)	
9.1.2. License Agreement (Patent)	Inventor Account Manager Dean Vice President President/CEO General Counsel Director, Contract Administration	President/CEO (>\$25,000)	Chancellor
9.1.3. Software License	Author Account Manager Dean Vice President President/CEO Director, Contract Administration	President/CEO	Chancellor
9.1.4. Other Technology Transfers	Inventor Dean Vice Presidents President/CEO	President/CEO	
10. Intra-System Agreements			
10.1. Commitment for the use/acquisition of resources from/ to other System members	Account Manager Director, Contract Administration Comptroller Dean Vice Presidents/President/CEO	Director, Contract Administration VPBA Provost and VPA&SA	VPBA

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<p>11. Lease Agreements</p> <p>(A&M-Commerce as Lessor)</p> <p>11.1. Real Property Lease Rental of University owned facilities and/or land for a specified period</p> <p>11.2. (A&M-Commerce as Lessee) Equipment Lease/Purchase Rental of Equipment for university use with fixed option to purchase within a specified period-five years or less</p> <p>11.3. Equipment Lease (Rental) Rental of Equipment for university use for a specified period-five years or less</p> <p>11.4. Real Property Lease Rental of facilities and/or land for university use for a specified period-five years or less (System Regulation 41.05.03 approvals: 5 yrs or less/\$200,000 or less - CEO 5 yrs or less/\$200,001 to \$300,000 - Chancellor, More than 5 yrs. Or greater than \$300,000 - BOR)</p>	<p>AVPBA Account Manager Director, Contract Administration System Real Estate Office</p> <p>Account Manager</p> <p>Account Manager</p> <p>Account Manager Director, Contract Administration Dean/Vice Presidents System Real Estate Office AVPBA</p>	<p>Director, Contract Administration System Real Estate Office</p> <p>Director, Contract Administration</p> <p>Director, Contract Administration</p> <p>Director, Contract Administration System Real Estate Office</p>	<p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p>
<p>12. Legal</p> <p>12.1. Litigation (*See Note) All settlements shall have concurrence of the component CEO and the General Counsel and where required, the approval of the State Attorney General (SP 09.04)</p> <p>Note: Approval to Settle</p> <p>12.2. Outside Legal Counsel General Counsel acts as liaison to the A.G. and shall retain, manage and approve all outside counsel for the system and its components.</p>	<p>General Counsel Chancellor Member CEO</p> <p>Up to and including \$100,000 Over \$100,000 and up to and including \$300,000 Over \$300,000</p> <p>General Counsel Chancellor Member CEO P</p>	<p>President/CEO</p> <p>General Counsel Chancellor Board of Regents</p> <p>President/CEO</p>	<p>President/CEO</p> <p>General Counsel Chancellor Board of Regents</p> <p>President/CEO</p>
<p>13. Memoranda of Agreement Pledge of Programmatic Commitments, typically academic in nature</p> <p>13.1. Training Affiliation (Internships) Documents mutual obligations to establish training (internship opportunities for A&M-Commerce students)</p> <p>13.2. Cooperative Agreements</p> <p>13.3. Work Study Program Agreements</p>	<p>Provost Dean of Enrollment Management vpba Account Manager Comptroller Dean Provost Director, Contract Administration Account Manager Dean Provost</p> <p>Director of Financial Aid</p>	<p>President/CEO</p> <p>Director, Contract Administration Provost</p> <p>Director, Contract Administration</p> <p>Director, Contract Administration</p>	<p>President/CEO</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p>
<p>14. Professional Services Agreements (A&M-Commerce Acquiring Professional Services)</p> <p>14.1. Educational Testing Services</p> <p>14.1.1. GED Annual Contract</p> <p>14.1.2. Provider Agreement for GED Training</p> <p>14.1.3. Agreement for the Control and Administration of GRE and GMAT</p> <p>14.2. Statutory Professional Services 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)</p> <p>14.3. Special Events Artistic Entertainment Performance Agreements</p> <p>14.4. Lecture/Seminar Speaker Agreements</p>	<p>Provost</p> <p>Provost Vice President for Student Access & Services</p> <p>Provost Vice President for Student Access & Services</p> <p>Provost Vice President for Student Access & Services</p> <p>Account Manager Director, Contract Administration</p> <p>Account Manager Director, Contract Administration Account Manager Director, Contract Administration</p>	<p>Provost</p> <p>Provost</p> <p>Provost</p> <p>Provost</p> <p>Director, Contract Administration (All Funds Including Foundation & Grants)</p> <p>Director, Contract Administration (All Funds Including Foundation & Grants) Director, Contract Administration (All Funds Including Foundation & Grants)</p>	<p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p>

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<p>15. Purchase Agreements (A&M-Commerce Acquires Goods or Services)</p> <p>15.1. A&M-Commerce Purchase Orders Purchase of goods or services from outside vendor using standard form promulgated by A&M-Commerce in accordance with TAMU System policies.</p> <p>15.2. Stand Alone Purchase Purchase of maintenance services independent from equipment vendor or purchase</p> <p>15.3. Software License Agreements Contract for site use of computer software using vendor supplied document or agreement</p> <p>15.3.1. University contract providing University-wide coverage</p> <p>15.3.2. Department Contract limiting application to specific department</p> <p>15.4. Memberships (Purchase of Organizational Affiliations for individuals, groups, or the institution)</p> <p>15.5. Library Acquisitions Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications</p> <p>15.5.1. Gee Library</p> <p>15.6. Licenses</p>	<p>Account Manager under \$3,000.00 Director, Purchasing over \$3,000.00</p> <p>Account Manager</p> <p>Account Manager Director, Contract Administration</p> <p>Account Manager Director of Information Technology</p> <p>Account Manager Director of Information Technology</p> <p>Account Manager Director, Contract Administration or Director, Purchasing Provost</p> <p>Director of Library</p> <p>Account Manager Dean Vice Presidents</p>	<p>Account Manager \$0 - \$3,000.00 Director, Purchasing (All Funds including foundation)</p> <p>Director, Purchasing (All Funds including foundation)</p> <p>Director, Contract Administration</p> <p>Director, Contract Administration or Director, Purchasing</p> <p>Director, Contract Administration or Director, Purchasing</p> <p>VPBA (<\$5,000) President/CEO (>\$5,000)</p> <p>Library Director</p> <p>Director, Contract Administration</p>	<p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>President/CEO</p> <p>Director of Library</p> <p>VPBA</p>
<p>16. Sales Agreements (A&M-Commerce Provides Goods or Services or Transfers Property Rights)</p> <p>16.1. Advertising Campaign Agreements Promotional or Sponsor Agreements relating to specific Advertising Media Campaigns</p> <p>16.2. Commercial Product/Promotion Availability Agreements and Sustained Campaigns</p> <p>16.2.1. Commercial Broadcasts Relating to Sustained Media Campaigns</p> <p>16.2.2. Vending and Commercial Concessions</p> <p>16.3. Consultant/Professional Service Agreements A&M-Commerce Acting as Consultant or Performing Professional Services (including Testing Services)</p> <p>16.4. Site Use Agreement Real Estate License</p> <p>16.4.1. Limited Duration Right to Use Site</p> <p>16.4.2. Concessions Committee Agreements Student Organization sponsored vendor space and facilities limited use agreements</p>	<p>Account Manager AVP, Marketing Communications Director, Contract Administration</p> <p>AVPBA Provost</p> <p>Account Manager AVP, Marketing Communications Director, Contract Administration or Director, Purchasing</p> <p>Director, Contract Administration or Director, Purchasing</p> <p>Account Manager Dean Vice Presidents Comptroller</p> <p>AVPBA</p> <p>Account Manager Dean Vice Presidents Director of Facilities Services</p> <p>MSC Scheduling (if appropriate) Department Head Director of Facilities Services</p>	<p>Account Manager \$0 to \$3,000.00 Director, Contract Administration or Director, Purchasing (All Funds including foundation)</p> <p>Account Manager \$0 to \$3,000.00 Director, Contract Administration (All Funds including foundation)</p> <p>Director, Contract Administration or Director, Purchasing</p> <p>Director, Contract Administration or Director, Purchasing</p> <p>Dean of Students (<\$10,000) VPBA (>\$10,000)</p>	<p>President/CEO VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p> <p>VPBA</p>

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16.5. Surplus Property Transfer Surplus Property to Third Parties	Account Manager Director of Facilities Services Property Manager Director, Contract Administration	Property Manager (<\$20,000) Director, Contract Administration (>\$20,000)	VPBA
16.6. Housing Agreements Rental or lease of University owned housing (Residential Lease or Licenses that do not transfer any ownership interests)			
16.6.1. Student Family Apartments On-campus University Housing provided for married and graduate students	Director of Housing	Director of Housing	VPBA
16.6.2. Residence Halls On-campus Student Housing	Director of Housing Director of Housing Director, Contract Administration or Director, Purchasing	Director of Housing	VPBA
16.7. Food Service	Auxiliary Services VPBA	Director, Contract Administration or Director, Purchasing AVPBA	VPBA
17. Special Events			
17.1. Conference/Short-Course	Account Manager Dean Vice Presidents	Director, Contract Administration	VPBA
18. Texas Interagency Agreements			
18.1. Non-Research Commitment for the use/acquisition (provision) of resources from/to another state agency	Account Manager Dean Vice Presidents Director, Contract Administration	Director, Contract Administration	VPBA
18.2. Inter-Local Commitment for the use/acquisition (provision) of resources from/to a Texas home rule city	Account Manager Dean Vice Presidents Director, Contract Administration	Director, Contract Administration	VPBA
19. Minor Construction Projects			
19.1. Re Repairs & Renovation Projects<=\$4,000,000	Dept Project Representative VPBA Director of Facilities Services HUB Coordinator (HSP)	Account Manager \$0 - \$3,000.00 Director, Contract Administration or Director, Purchasing	President/CEO VPBA
19.2 New Construction Projects<=\$4,000,000	Dept Project Representative VPBA Director of Facilities Services HUB Coordinator (HSP)	Account Manager \$0 - \$3,000.00 Director, Contract Administration or Director, Purchasing	President/CEO VPBA
20. Insurance & Risk Management			
20.1. All Insurance Coverage	University Safety Officer	Director, Contract Administration or Director, Purchasing	VPBA

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