

SYSTEM OFFICES
THE TEXAS A&M UNIVERSITY SYSTEM
Chancellor’s Delegation of Authority for Contract Administration
Fiscal Year 2024

General Delegations:

The Chancellor has 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. Furthermore, in accordance with System Policy 25.07, §6, CEOs have the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and may delegate such authority to designees.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for (1) all contracts less than \$750,000, and (2) all contracts described in System Policy 25.07, §3, is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Deputy Chancellor, the Vice Chancellor for Business Affairs, or the Chief Administrative Officer is delegated the authority to execute the contract.

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:

Assoc.	Associate	S-CFO	System Chief Financial Officer
Asst.	Assistant		
AVC	Associate Vice Chancellor	SLMO	System Land Management Office
BOR	Board of Regents	SOBA	System Office of Budgets & Accounting
CAO	Chief Administrative Officer	SR	System Regulation
CEO	Chief Executive Officer	SREO	System Real Estate Office
CIO	Chief Information Officer		
COO	Chief Operating Officer	SP	System Policy
			Texas A&M Sponsored Research Services -
DCIO	Deputy Chief Investment Officer	SRS	Director, Assoc. Executive Director, & Executive Director
ECO	Export Control Officer	SYCO	System Marketing & Communications

ED-BA	Executive Director, Business Affairs		
FPC-CFO	Chief Facilities Officer	System	The Texas A&M University System
FPC	Facilities, Planning & Construction	TI	Texas A& M Innovation
HUB	Historically Underutilized Businesses		
IP	Intellectual Property	PI	Principal Investigator/Research
IRB	Institutional Review Board		
OGC	Office of General Counsel	VCR	Vice Chancellor for Research
PD	Director, Procurement and HUB Services		
PI	Principal Investigator	VCBA	Vice Chancellor for Business Affairs

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 a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
 - 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 comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. 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 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to System Contract Management to ensure proper reporting is completed.
- 6 Questions regarding contract administration should be directed to the Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, Contract Administration.
- 7 University does not recognize contracts signed by University employees or agents as binding on the University unless the employee who signed the contract has duly delegated signature authority
- 8 Employees who sign contracts purporting to bind the University without authority may be personally liable to the contractor and the University, and may be subject to University disciplinary action, up to and including dismissal or discharge for cause.
- 9 Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.
- 10 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

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)
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	<ul style="list-style-type: none"> • Executive Director, Engineering Communications • Contracting Officer (as needed) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • CFO • Deputy Director • Agency Director
1.2 RELLIS Advertising Agreements	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • N/A – Director of RELLIS Campus executes 	<ul style="list-style-type: none"> • N/A – Director of RELLIS Campus executes
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> • Division Head • Contracting Officer • RC (if foreign) • Executive Director, Global Initiatives • RSO (if country of concern) 	<ul style="list-style-type: none"> • Deputy Director • VCR 	<ul style="list-style-type: none"> • Deputy Director • VCR
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • Deputy Director • VCR 	<ul style="list-style-type: none"> • Deputy Director • VCR

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	<ul style="list-style-type: none"> • Assistant Director, Office of Industry Research Partnerships • RC (if foreign) • RSO (if country of concern) 		
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
4. ATHLETIC AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
4.2 Athletic Event Sponsorship	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
4.3 Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
4.4 Hotel Purchase Order Contracts	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
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"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
5. COLLECTION AGENCY AGREEMENTS			
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.</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"> • Department Head • CFO • OGC 	<ul style="list-style-type: none"> • CEO, CFO, or PD executes and OGC and the State Attorney General approve prior to Vendor execution. 	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			

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)
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> Vice President for Facilities, Health, Safety and Security Director, Procurement Services and HUB Coordinator (as needed) 	<ul style="list-style-type: none"> CFO Deputy Director Agency Director 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> Vice President for Facilities, Health, Safety and Security Contracting Officer (as needed) 	<ul style="list-style-type: none"> CFO Deputy Director Agency Director Board of Regents Approval as needed 	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> Vice President for Facilities, Health, Safety and Security Director, Procurement Services and HUB Coordinator (as needed) 	<ul style="list-style-type: none"> CFO Deputy Director 	
7. CONSULTING AGREEMENTS			
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
8.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> Division Head Inventory & Property Control Coordinator (property donations) Contracting Officer 	<ul style="list-style-type: none"> Asst. CFO 	<ul style="list-style-type: none"> CFO
8.2 Real Property <i>(including all bequests)</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.

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<i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>			
8.3 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (<i>Rank of Associate Professor, Assistant Professor, Instructor</i>)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (<i>e.g. Visiting Faculty Titles & Lecturer Titles</i>)	<ul style="list-style-type: none"> • Faculty Equivalent Researchers • Division Head • Executive Director, Engineering Human Resources and Payroll • CFO 	<ul style="list-style-type: none"> • Deputy Director • Agency Director 	<ul style="list-style-type: none"> • Deputy Director • Agency Director
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"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
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"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
9.1.6 Approval of Appointment Offers – Appointment and accompanying	<ul style="list-style-type: none"> • Division Head 	<ul style="list-style-type: none"> • Deputy Director • Agency Director 	<ul style="list-style-type: none"> • Deputy Director • Agency Director

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salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	<ul style="list-style-type: none"> • Executive Director, Human Resources and Payroll • CFO 		
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"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
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"> • Division Head • Executive Director, Human Resources and Payroll • CFO 	<ul style="list-style-type: none"> • Deputy Director • Agency Director 	<ul style="list-style-type: none"> • Deputy Director • Agency Director
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • Division Head • Associate Agency Director for Workforce Development and Regional Divisions • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
9.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> • Division Head • Executive Director, Human Resources and Payroll (for changes) • Assoc. Dean for Graduate Programs 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
9.2 Non-Faculty Employment Appointments			

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9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> • Division Head • Executive Director, Human Resources and Payroll (for changes) • COO (foreign national) 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • Division Head • Executive Director, Human Resources and Payroll (for changes) • COO (foreign national) 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • Division Head • Executive Director, Human Resources and Payroll (for changes) • COO (foreign national) 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
11. EQUIPMENT LEASE AGREEMENTS			
<i>TAMUS as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with a fixed purchase option of TAMUS-owned equipment.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
11.2 Equipment Lease for TAMUS -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TAMUS-owned equipment.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
11.2.1 Rental Vehicles <i>(Non- TAMUS Lessee)</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
11.2.2 Equipment	<ul style="list-style-type: none"> • Division Head 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO

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	<ul style="list-style-type: none"> Contracting Officer 	<ul style="list-style-type: none"> Deputy Director 	<ul style="list-style-type: none"> Deputy Director
TAMUS as Lessee			
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>	<ul style="list-style-type: none"> Division Head Contracting Officer (as needed) 	<ul style="list-style-type: none"> Division Head <\$25,000 Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> Asst. CFO
11.4 Equipment Lease (Rental) <i>Rental of equipment for TAMUS use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> Division Head Contracting Officer (as needed) 	<ul style="list-style-type: none"> Division Head <\$25,000 Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> Asst. CFO CFO TAMU Environmental Health & Safety (if needed)
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> TAMU Environmental Health & Safety (if needed) 	<ul style="list-style-type: none"> Contracting Officer COO 	<ul style="list-style-type: none"> Contracting Officer COO Deputy Director (as needed)
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC > \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC > \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> Treasury Services PD > \$10,000 OGC > \$100,000 	<ul style="list-style-type: none"> Treasurer DCIO 	<ul style="list-style-type: none"> Treasurer DCIO

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13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC > \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • Treasurer Services • PD > \$10,000 • OGC > \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
14.2 Student Financial Aid	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
14.3 Funding Agreements (Academic)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
14.4 Funding Agreements (Non-Academic; Non-Sponsored Research)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (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"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC > \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User)	<ul style="list-style-type: none"> • Risk Management • PD > \$1,000,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review)

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NOTE: <u><i>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</i></u>	<ul style="list-style-type: none"> OGC ≥ \$100,000 		<ul style="list-style-type: none"> S-CFO
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO General Counsel
15.6 Administrative Contracts	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC > \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> TI OGC VCR 	<ul style="list-style-type: none"> VCR approves and executes 	
16.1.2.1 Non-Patent License Agreement (<i>Technology Transfer</i>) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> TI OGC VCR 	<ul style="list-style-type: none"> VCR approves and executes 	
16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> CEO OGC 	<ul style="list-style-type: none"> CEO executes 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> TI OGC VCR 	<ul style="list-style-type: none"> VCR approves and executes 	

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16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.7.1 Assignment of Intellectual Property to Third Party (<i>IP does not exist at the time of Sponsored Research Agreement</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR 	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.1 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	

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)
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> • See Section 24.6 	<ul style="list-style-type: none"> • See Section 24.6 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TI • ECO 	<ul style="list-style-type: none"> • N/A 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TI 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then the member CEO decides sharing for IP Creators 	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in the license agreement 	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • IP Creator • TI • OGC for trademarks • VCR 	<ul style="list-style-type: none"> • TI controls prosecution and registrations • 	
16.2.4 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> • IP Creator • CEO • TI (copyright only) • OGC for trademarks 	<ul style="list-style-type: none"> • TI controls prosecution and registrations (copyright only) • CEO approves expenses for member 	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO 	
16.4 Nondisclosure/Confidentiality Agreements			
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property*	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	

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)
* IP that is covered by IP disclosure or is a declared variety			
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TI and Non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.6 Business Entity to Commercialize System Intellectual Property			
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> • CEO (If Member sponsored the creation of Entity) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • CEO (if Member sponsored investment) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • TI • OGC 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	

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)
	<ul style="list-style-type: none"> • VCR • Chancellor 		
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO via OGC process • VCR (if patent) 	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • CEO • TI • OGC • SOBA • VCR • Chancellor 	<ul style="list-style-type: none"> • Chancellor or VCR 	
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • CEO • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO • VCR (if patent) 	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
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"> • Division Head • Contracting Officer • Director, Procurement Services, and HUB Coordinator (if funds are encumbered) 	<ul style="list-style-type: none"> • Division Head • Contracting Officer • Director, Procurement Services, and HUB Coordinator (if funds are encumbered) 	<ul style="list-style-type: none"> • CFO • Deputy Director • Contracting Officer for Research and Testing Agreements ≤\$250,000.00
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"> • Division Head • Contracting Officer • Director, Procurement Services, and HUB 	<ul style="list-style-type: none"> • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director • Contracting Officer for Research and Testing Agreements <\$250,000.00

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)
	Coordinator (if funds are encumbered)		
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer • Director, Procurement Services and HUB Coordinator (if funds are encumbered) 	<ul style="list-style-type: none"> • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director • Contracting Officer for Research and Testing Agreements ≤\$250,000.00
18.2 RELLIS Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • N/A – Director of RELLIS Campus executes 	<ul style="list-style-type: none"> • N/A – Director of RELLIS Campus executes
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> • OGC • Chancellor • OGC 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor (more than \$300K BOR)
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"> • Department Head • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
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"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
20.2 Cooperative Agreements	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable

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)
<i>Student co-op affiliation agreements with sponsoring entities.</i>			
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
20.4 International Study Abroad Program	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
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"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
20.6 Work Study Program Agreements	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
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"> • Division Head • Executive Director, Global Initiatives (if foreign) • RC (if foreign) • Contracting Officer • Responsible Assoc/Asst Agency Director • RSO (if country of concern) 	<ul style="list-style-type: none"> • Contracting Officer • CFO • Deputy Director • VCR (if country of concern) 	<ul style="list-style-type: none"> • CFO • Deputy Director • Agency Director (High profile collaborations requested by collaborator and confirmed by Deputy Director) • VCR (if country of concern)
22. PURCHASE AGREEMENTS (TAMUS acquiring goods and services not addressed in Section 27)			
22.1 TAMUS Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms 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"> • Division Head • CIO (IT purchases) • SCIO (IT Purchase over \$250,000) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
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"> • Division Head • CIO (IT purchases) • SCIO (IT Purchase over \$250,000) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO

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)
	<ul style="list-style-type: none"> Contracting Officer (as needed) 		
22.3 Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> Division Head CIO (IT purchases) SCIO (IT Purchase over \$250,000) Contracting Officer (as needed) 	<ul style="list-style-type: none"> Division Head <\$25,000 Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> Asst. CFO CFO
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable
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>	<ul style="list-style-type: none"> Division Head 	<ul style="list-style-type: none"> Asst. CFO 	<ul style="list-style-type: none"> Asst. CFO CFO
22.4.2 Social/Individual <i>Purchase by TAMUS on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> Division Head 	<ul style="list-style-type: none"> Asst. CFO 	<ul style="list-style-type: none"> Asst. CFO CFO
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications.</i>	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable

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)
<i>Database services and lease agreements for electronic library materials.</i>			
22.6 Library Subcontracts <i>TAMUS library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Division Head • Contracting Officer (as needed) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> • Division Head • Contracting Officer • CFO • Deputy Director • Agency Director • OGC 	<ul style="list-style-type: none"> • See SP 21.05, §3 	<ul style="list-style-type: none"> • See SP 21.05, §3
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • CFO • Deputy Director 	<ul style="list-style-type: none"> • CFO • Deputy Director
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> • See section 22 herein 	<ul style="list-style-type: none"> • See section 22 herein 	<ul style="list-style-type: none"> • See section 22 herein
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * 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"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • BOR approval required if consideration is over \$1,000,000 • Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less 	
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"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor, S-CFO or General Counsel executes all documents (after BOR approval) 	

¹ 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.

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<ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> 	<ul style="list-style-type: none"> ● Chancellor or S-CFO 		
<p>23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i></p> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i> 	<ul style="list-style-type: none"> ● CEO ● SREO and/or SLMO ● OGC ● SOBA ● Division Head ● Contracting Officer 	<ul style="list-style-type: none"> ● CEO can accept after approval of OGC and SOBA ● S-CFO can accept after approval of OGC and SOBA if property is gifted/bequeathed to System Offices 	
<p>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <ul style="list-style-type: none"> ○ <i>SREO oversees all activities required to dispose of or exchange real property.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> ● CEO ● SREO and/or SLMO ● OGC ● Division Head ● Vice President for Facilities, Health, Safety and Security ● CFO ● Contracting Officer ● Director, Procurement Services and HUB Coordinator (if funds encumbered) 	<ul style="list-style-type: none"> ● Chancellor or S-CFO executes after BOR approval, if necessary 	
<p>23.5 Lease of Real Property</p>			
<p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <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> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> ● Division Head ● Contracting Officer ● Director, Procurement and HUB Coordinator ● CEO ● SREO ● OGC 	<ul style="list-style-type: none"> ● CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	

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)
	<ul style="list-style-type: none"> Chancellor or S-CFO (if property assigned to System Offices) 		
<p>23.5.2 FROM 3rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for TAMUS use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> Division Head VP for Facilities, Health, Safety, and Security CFO Director, Procurement and HUB Coordinator CEO SREO OGC 	<ul style="list-style-type: none"> CEO, Chancellor or S-CFO depending on term, amount and property assignment. <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> 5 yrs. or less/\$500,000 or less – CEO or S-CFO 10 yrs. or less/over \$500,000 to \$1,000,000–Chancellor or S-CFO More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	
<p>23.5.3 Student Retreat Facility <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"> CEO SLMO OGC 	<ul style="list-style-type: none"> CEO 	
<p>23.6 Easements (SP 41.01, §6)</p>			
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> CEO SLMO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction 	
<p>23.6.2 System as Grantee (easement across 3rd party’s property) (Requires BOR approval if over \$300,000)</p>	<ul style="list-style-type: none"> CEO SERO OGC 	<ul style="list-style-type: none"> VCBA Managing Counsel, Property & Construction Chancellor or S-CFO (if BOR approval required) 	
<p>23.6.3 Conditional Roadway Easements (indefinite term)</p>	<ul style="list-style-type: none"> CEO SREO 	<ul style="list-style-type: none"> Chancellor or S-CFO executes after BOR approval 	

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(Requires BOR approval)	<ul style="list-style-type: none"> • OGC 		
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"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO 	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • Not applicable • 	<ul style="list-style-type: none"> • CEO 	
23.8 Other Grants of Rights Related to 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"> • Contracting Officer • VP for Facilities, Health, Safety, and Security • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic	<ul style="list-style-type: none"> • Contracting Officer 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	

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)
use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • Vice President for Facilities, Health, Safety and Security • CEO • SREO • OGC 		
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV or ED-BA 	
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact;	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or ED-BA 	

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)
Correction instruments and non-substantive amendments to documents, etc.)			
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • SREO • OGC 	<ul style="list-style-type: none"> • CEO • S-CFO or VCBA 	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> • Contracting Officer • Vice President for Facilities, Health, Safety and Security • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction 	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not Applicable 	
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			

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)
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, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> • PI • Division Head • Contracting Officer • RC (if foreign) • SRS (if appropriate) • RSO (if country of concern) 	<ul style="list-style-type: none"> • COO Amendments • Sr Contract Negotiator ≤\$250,000 • Contracting Officer >\$250,000 to \$500,000 • CFO >\$500,000 to \$2,499,999 • Deputy Director ≥\$2,500,000.00 • SRS (if appropriate) • VC Research (if country of concern) 	
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"> • PI • Division Head • Contracting Officer • RC (if foreign) • SRS (if appropriate) • RSO (if country of concern) 	<ul style="list-style-type: none"> • COO Amendments • Sr Contract Negotiator ≤\$250,000 • Contracting Officer >\$250,000 to \$500,000 • CFO >\$500,000 to \$2,499,999 • Deputy Director ≥\$2,500,000.00 • SRS (if appropriate) • VC Research (if country of concern) 	
24.3 Proposal Submissions	<ul style="list-style-type: none"> • PI • Division Head • Contracting Officer • RC (if foreign) • SRS (if appropriate) • RSO (if country of concern) 	<ul style="list-style-type: none"> • Contracting Officer ≤\$500,000 • CFO >\$500,000 to \$2,499,999 • Deputy Director ≥\$2,500,000.00 • SRS (if appropriate) • VC Research (if country of concern) 	
24.4 Teaming Agreements	<ul style="list-style-type: none"> • PI • Division Head • RC (if foreign) • RSO (if country of concern) 	<ul style="list-style-type: none"> • Sr Contract Negotiator • Contracting Officer • VC Research (if country of concern) 	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> • PI • Division Head • RC (if foreign) • RSO (if country of concern) 	<ul style="list-style-type: none"> • Sr Contract Negotiator • Contracting Officer • COO • VC Research (if country of concern) 	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> • PI 	<ul style="list-style-type: none"> • Sr Contract Negotiator 	

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	<ul style="list-style-type: none"> • Division Head • RC (if foreign) • RSO (if country of concern) • 	<ul style="list-style-type: none"> • Contracting Officer • COO • VC Research (if country of concern) 	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> • PI • Division Head • RC (if foreign) • RSO (if country of concern) 	<ul style="list-style-type: none"> • Sr Contract Negotiator • Contracting Officer • VC Research (if country of concern) 	
24.8 Misc. Research Agreements and agreements ancillary to research agreements (e.g., <i>Vessel Time Charter Agreements</i>)	<ul style="list-style-type: none"> • PI • Division Head • Contracting Officer • RC (if foreign) • SRS (if appropriate) • RSO (if country of concern) 	<ul style="list-style-type: none"> • Sr Contract Negotiator • Contracting Officer ≤\$500,000.00 • CFO >\$500,000 to \$999,999 • Deputy Director ≥\$1,000,000.00 • SRS (if appropriate) • VC Research (if country of concern) 	
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
25.2 RELLIS Campus Revenue Generating	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
26. SALES AGREEMENTS (TAMUS providing goods or services)			
26.1 Consultant/Professional Service Agreements (non-statutory) TAMUS acting as consultant or performing professional service (including testing services).	<ul style="list-style-type: none"> • PI • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • Contracting Officer 	<ul style="list-style-type: none"> • Contracting Officer • CFO • Deputy Director
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • PI • Division Head • Contracting Officer 	<ul style="list-style-type: none"> • Contracting Officer 	<ul style="list-style-type: none"> • Contracting Officer • CFO • Deputy Director
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Division Head 	<ul style="list-style-type: none"> • Inventory & Property Control Coordinator • Asst. CFO 	<ul style="list-style-type: none"> • Inventory & Property Control Coordinator • Asst. CFO • CFO

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26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Division Head 	<ul style="list-style-type: none"> • Inventory & Property Control Coordinator • Asst. CFO 	<ul style="list-style-type: none"> • Inventory & Property Control Coordinator • Asst. CFO • CFO
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Division Head • 	<ul style="list-style-type: none"> • Inventory & Property Control Coordinator • Asst. CFO 	<ul style="list-style-type: none"> • Inventory & Property Control Coordinator • Asst. CFO • CFO
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Division Head • Inventory & Property Control Coordinator (inventoried items) • Asst. CFO • CFO • Deputy Director 	<ul style="list-style-type: none"> • Agency Director 	<ul style="list-style-type: none"> • Agency Director
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> • See Section 26 herein 	<ul style="list-style-type: none"> • See Section 26 herein 	<ul style="list-style-type: none"> • See Section 26 herein
27. SERVICES AGREEMENTS (<i>TAMUS acquiring services</i>)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Division Head 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • PI • Division Head • Executive Director, Engineering Communications 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer (nonstandard terms) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB 	<ul style="list-style-type: none"> • Asst. CFO • CFO

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)
		Coordinator \$25,000-\$100,000	
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer as needed) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer as needed) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> •
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
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). Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer (non-standard terms) 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer non-standard terms) Executive Director, Human Resources and Payroll, as needed 	<ul style="list-style-type: none"> • Division Head <\$25,000 • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
27.8 Student Medical Services	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable
27.9 Unclassified Services	<ul style="list-style-type: none"> • Division Head 	<ul style="list-style-type: none"> • Division Head <\$25,000 	<ul style="list-style-type: none"> • CFO • Deputy Director

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<i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> Director, Procurement Services and HUB Coordinator Contracting Officer 	<ul style="list-style-type: none"> Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> Division Head Associate Agency Director for Workforce Development and Regional Divisions (approval to host short course) COO CFO Executive Director Engineering Communications (if needed) 	<ul style="list-style-type: none"> Contracting Officer 	<ul style="list-style-type: none"> Contracting Officer
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"> Not applicable 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	<ul style="list-style-type: none"> Division Head 	<ul style="list-style-type: none"> Asst. CFO 	<ul style="list-style-type: none"> Asst. CFO CFO
30. UNCLASSIFIED/OTHER AGREEMENTS			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual	<ul style="list-style-type: none"> See Section 24.5 	<ul style="list-style-type: none"> See Section 24.5 	<ul style="list-style-type: none"> See Section 24.5

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Property or involving potential research collaboration)			
30.2 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as “Not Applicable”.</i>	<ul style="list-style-type: none"> • Division Head • Contracting Officer • CFO 	<ul style="list-style-type: none"> • Deputy Director • Agency Director • CFO 	<ul style="list-style-type: none"> • Deputy Director • Agency Director • CFO
30.3 Cost Sharing Approvals	<ul style="list-style-type: none"> • PI • Division Head • Fiscal Office 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • Deputy Director • Agency Director
30.4 IDC Waivers	<ul style="list-style-type: none"> • PI • Division Head 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO • Deputy Director
30.5 IP Waivers and IP Releases	<ul style="list-style-type: none"> • PI • Division Head 	<ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • CFO • Deputy Director
30.6 Hotel Contracts	<ul style="list-style-type: none"> • Division Head (if Facilities Use Addendum is signed unaltered by facility.) • Contracting Officer (If no or an altered Facilities Use Agreement is used.) 	<ul style="list-style-type: none"> • Division Head \$25,000 with standard Facility Use Addendum • Director, Procurement Services and HUB Coordinator \$25,000-\$100,000 	<ul style="list-style-type: none"> • Asst. CFO • CFO
30.7 Visiting Scientists/Scholar/Volunteer	<ul style="list-style-type: none"> • PI • Division Head • Executive Director, Human Resources and Payroll • RC (if foreign) • Contracting Officer (nonstandard terms and conditions) 	<ul style="list-style-type: none"> • Assoc Agency Director • Executive Director, Human Resources and Payroll 	<ul style="list-style-type: none"> • Assoc Agency Director • Executive Director, Human Resources and Payroll
30.8 Interim Funding	<ul style="list-style-type: none"> • PI • Division Head 	<ul style="list-style-type: none"> • Contracting Officer <\$30,000 • Asst. CFO 	<ul style="list-style-type: none"> • Asst. CFO • CFO • Deputy Director
30.9 Date Use Agreements (Incoming	<ul style="list-style-type: none"> • PI 	<ul style="list-style-type: none"> • Contracting Officer 	<ul style="list-style-type: none"> • Contracting Officer

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	<ul style="list-style-type: none"> • Division Head • IRB • COO • IT 		