

Texas A&M University-Commerce
25.07.99.R2 President's Delegation of Authority
For Purchasing & Contract Administration

Jan-05

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 President VPBA	VPBA	President/CEO
2. Affiliation Service Agreements			
2.1. Private Companies & Foundations	Account Manager Dean Comptroller Vice President VPBA	VPBA	President/CEO
3. Athletic Agreements			
3.1. Athletic Events Schedule NCAA sanctioned sporting events	Athletic Director President/CEO	Athletic Director \$500.00 or less Director, Purchasing & Contract Administration \$100,000.00 or less	VPBA
3.2. Athletic Event Sponsorship	Athletic Director President/CEO	Director, Purchasing & Contract Administration \$100,000.00 or less	VPBA
3.3. Recreational Sports & Event Sponsorship	Athletic Director President/CEO	Director, Purchasing & Contract Administration \$100,000.00 or less	VPBA
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.	Account Manager Dean Director, Purchasing & Contract Administration	Dean \$0 - \$10,000 Director, Purchasing & Contract Administration \$10,001 - \$100,000 VPBA (Applies to all Funds including foundation)	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	Director, Purchasing & Contract Administration (Requires BOR Acceptance)	VPBA (Requires BOR Acceptance)
5.2. Real Property (and all bequests)	Vice President for Institutional, Advancement VPBA President/CEO SREO	Chancellor (Requires BOR Approval)	Chancellor (All contracts require BOR Approval)
5.3. Personal Property without Restrictions	Vice President for Institutional, Advancement	Director, Purchasing & Contract Administration	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)

1. Contracts which involve a stated or implied consideration within stated limits and primary terms of five years or less. All contracts must be reviewed by the Office of General Counsel, unless in previously approved format or less than \$50,000 with contract review short form attached.
2. All contracts for goods and services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.

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6.1.3. Non Tenure Track Appointments	Department Head Dean Provost	Provost	Provost
6.1.4. Faculty Appointments in Excess of 100% Effort	President/CEO 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, Purchasing & Contract Administration VPBA	VPBA
7.1. Grants (Non-Academic)	Account Manager Dean Vice President Graduate Dean Fiscal Office Accounts Mgr	Director, Purchasing & Contract Administration VPBA	VPBA
7.2. Student Financial Aid	Financial Aid/Loan Office Provost	Director, Purchasing & Contract Administration VPBA	VPBA
7.3. Funding Agreements (Non-Academic)	Account Manager Graduate Dean Fiscal Office Accts Mgr VPBA	Director, Purchasing & Contract Administration VPBA	VPBA
8. Federal & State Regulatory Agreements			
8.1. Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	Account Manager	Director, Purchasing & Contract Administration VPBA	VPBA
9. Intellectual Property Agreements			
9.1. Technology Transfer			
9.1.1. Invention/Software Copyright Disclosure	Inventor Account Manager Dean	Dean of Graduate Studies & Research (<\$25,000)	
9.1.2. License Agreement (Patent)	Inventor Account Manager Dean Vice President President/CEO General Counsel	President/CEO (>\$25,000)	Chancellor
9.1.3. Software License	Author Account Manager Dean Vice President President/CEO	President/CEO	Chancellor
9.1.4. Other Technology Transfers	Inventor Dean Vice President 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, Purchasing & Contract Administration Comptroller Dean Vice President, President/CEO	Department Head \$0 - \$500.00 Director, Purchasing & Contract Administration VPBA	VPBA

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11. Lease Agreements (A&M-Commerce as Lessor) 11.1. Real Property Lease Rental of University owned facilities and/or land for a specified period 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 11.3. Equipment Lease (Rental) Rental of Equipment for university use for a specified period-five years or less 11.4. Real Property Lease Rental of facilities and/or land for university use for a specified period-five years or less <i>(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)</i>	Account Manager Director, Purchasing & Contract Administration Account Manager Account Manager Account Manager Director, Purchasing & Contract Administration Dean/Vice President System Real Estate Office	Director, Purchasing & Contract Administration Director, Purchasing & Contract Administration Director, Purchasing & Contract Administration Director, Purchasing & Contract Administration	VPBA VPBA VPBA VPBA
12. Legal 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) Note: Approval to Settle 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.	General Counsel Chancellor Member CEO Up to and including \$100,000 Over \$100,000 and up to and including \$300,000 Over \$300,000 General Counsel Chancellor Member CEO	President/CEO General Counsel Chancellor Board of Regents President/CEO	President/CEO President/CEO
13. Memoranda of Agreement Pledge of Programmatic Commitments, typically academic in nature 13.1. Training Affiliation (Internships) Documents mutual obligations to establish training (internship opportunities for A&M-Commerce students) 13.2. Cooperative Agreements 13.3. Work Study Program Agreements	Account Manager Comptroller Dean Provost Account Manager Dean Provost Director of Financial Aid	Director, Purchasing & Contract Administration Director, Purchasing & Contract Administration Director, Purchasing & Contract Administration	VPBA VPBA VPBA
14. Professional Services Agreements (A&M-Commerce Acquiring Professional Services) 14.1. Educational Testing Services 14.1.1. GED Annual Contract 14.1.2. Provider Agreement for GED Training 14.1.3. Agreement for the Control and Administration of GRE and GMAT 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) 14.3. Special Events Artistic Entertainment Performance Agreements 14.4. Lecture/Seminar Speaker Agreements	Director of Student Assessment & Evaluation Director of Student Assessment & Evaluation Director of Student Assessment & Evaluation Account Manager Director, Purchasing & Contract Administration Account Manager Director, Purchasing & Contract Administration Account Manager Director, Purchasing & Contract Administration	Provost Provost Provost Director, Purchasing & Contract Administration (All Funds including foundation) Director, Purchasing & Contract Administration (All Funds including foundation) Director, Purchasing & Contract Administration (All Funds including foundation)	Provost Provost Provost VPBA VPBA VPBA

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15. Purchase Agreements (A&M-Commerce Acquires Goods or Services)			
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.	Account Manager under \$500.00 Director, Purchasing & Contract Administration over \$500.00	Account Manager \$0 - \$500.00 Director, Purchasing & Contract Administration (All Funds including foundation)	VPBA
15.2. Stand Alone Purchase Purchase of maintenance services independent from equipment vendor or purchase	Account Manager	Director, Purchasing & Contract Administration (All Funds including foundation)	VPBA
15.3. Software License Agreements Contract for site use of computer software using vendor supplied document or agreement	Account Manager Director, Purchasing & Contract Administration	Director, Purchasing & Contract Administration	VPBA
15.3.1. University contract providing University-wide coverage	Account Manager CTIS Director	Director, Purchasing & Contract Administration	VPBA
15.3.2. Department Contract limiting application to specific department	Account Manager CTIS Director	Director, Purchasing & Contract Administration	VPBA
15.4. Memberships (Purchase of Organizational Affiliations for individuals, groups, or the institution)	Account Manager Director, Purchasing & Contract Administration	All Vice President (<\$5,000) President/CEO (>\$5,000)	President/CEO
15.5. Library Acquisitions Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications			
15.5.1 Gee Library	Director of Library	Library Director	Director of Library
15.6. Licenses	Account Manager Dean Vice President	Director, Purchasing & Contract Administration	VPBA
16. Sales Agreements (A&M-Commerce Provides Goods or Services or Transfers Property Rights)			
16.1. Advertising Campaign Agreements Promotional or Sponsor Agreements relating to specific Advertising Media Campaigns	Account Manager Executive Director, Marketing & External Communications Director, Purchasing & Contract Administration	Account Manager \$0 to \$500.00 Director, Purchasing & Contract Administration (All Funds including foundation)	VPBA
16.2. Commercial Product/Promotion Availability Agreements and Sustained Campaigns			
16.2.1. Commercial Broadcasts Relating to Sustained Media Campaigns	Account Manager Executive Director, Marketing & External Communications Director, Purchasing & Contract Administration	Account Manager \$0 to \$500.00 Director, Purchasing & Contract Administration (All Funds including foundation)	VPBA
16.2.2. Vending and Commercial Concessions	Director, Purchasing & Contract Administration	Director, Purchasing & Contract Administration	VPBA
16.3. Consultant/Professional Service Agreements A&M-Commerce Acting as Consultant or Performing Professional Services (including Testing Services)	Account Manager Dean Vice President Comptroller	Director, Purchasing & Contract Administration	VPBA
16.4. Site Use Agreement Real Estate License			
16.4.1. Limited Duration Right to Use Site	Account Manager Dean Vice President Director of Facilities Services	Director, Purchasing & Contract Administration	VPBA
16.4.2. Concessions Committee Agreements Student Organization sponsored vendor space and facilities limited use agreements	MSC Scheduling (if appropriate) Department Head Director of Facilities Services	Dean of Students (<\$10,000) VPBA (>\$10,000)	VPBA

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16.5. Surplus Property Transfer Surplus Property to Third Parties	Account Manager Director of Facilities Services Property Manager Director, Purchasing & Contract Administration	Property Manager (<\$20,000) Director, Purchasing & 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	Residence Life Staff Director of Residence Life	Director of Residence Life	VPBA
16.6.2. Residence Halls On-campus Student Housing	Residence Life Staff Director of Residence Life Director, Purchasing & Contract Administration	Director of Residence Life	VPBA
16.7. Food Service	Director, Purchasing & Contract Administration VPBA	Director, Purchasing & Contract Administration	VPBA
17. Special Events			
17.1. Conference/Short-Course	Account Manager Dean Vice President	Director, Purchasing & 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 President Director, Purchasing & Contract Administration	Director, Purchasing & 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 President Director, Purchasing & Contract Administration	Director, Purchasing & Contract Administration	VPBA
19. Minor Construction Projects			
19.1. Rehabilitation Projects ≤\$2,000,000	Dept Project Representative Vice President Director of Facilities Services HUB Coordinator (HSP)	Account Manager \$0 - \$500.00 Director, Purchasing & Contract Administration	VPBA
19.2. New Construction ≤\$1,000,000	Dept Project Representative Vice President Director of Facilities Services HUB Coordinator (HSP)	Account Manager \$0 - \$500.00 Director, Purchasing & Contract Administration	VPBA
20. Insurance & Risk Management			
20.1. All Insurance Coverage	University Safety Officer	Director, Purchasing & Contract Administration	VPBA

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