25.07.01.V1 Contract Administration Procedures and Delegation

April 21, 1998

Supplements System Policy 25.07 and
System Regulation 25.07.01

1. GENERAL

These rules and limits of delegation of authority shall establish the process for TVMDL personnel to approve, sign and execute contracts committing TVMDL to the performance of any act.

1. Delegations of authority pursuant to these rules shall be valid only if in writing.

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

1.3 Contracts are construed to include, but not be limited to, the following: purchase orders, agreements, cooperative agreements, memorandums of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits and restrictions on acceptances of gifts and bequests. Other parties include, but are not limited to: Federal, state and local agencies, non-profit organizations, private businesses, partnerships and individuals.

1. Approval of and signature on a contract constitutes approval to establish an operating budget, which does not exceed the consideration of the contract, without further approval.
2. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

1. Contracts requiring Board of Regents approval shall be forwarded through the Executive Director who will prepare the agenda item and appropriate documentation in support of the agenda item.

2. Contracts shall be signed by the Chancellor or the Deputy Chancellor for Agriculture, as specified in the Board minute order in which they are approved.

3. CONTRACTS REQUIRING CHANCELLOR APPROVAL

Contracts that involve a stated or implied consideration of more than $200,000 but less than $300,000 shall be forwarded through the Chancellor for execution.

4. EXECUTIVE DIRECTOR’S AUTHORITY

1. In accordance with System Policy, the Executive Director shall approve and sign specific contracts that involve a stated or implied consideration of $200,000 or less.

OFFICE OF RESPONSIBILITY

Office of Executive Director