



September 1, 2015

TO: Texas A&M AgriLife Unit Heads and Business Administrators

SUBJECT: Change in Delegation of Authority: Hotel/Facility Agreements & Catering Agreements

Please forward to appropriate staff.

Effective September 1, 2015, AgriLife Unit Heads will have authority to sign Hotel/Facility Agreements and Catering Agreements without prior review of the AgriLife Contracts Office provided that (1) the total amount of the agency's exposure does not exceed fifty thousand dollars (\$50,000.00); and (2) the Hotel/Facility agrees to and signs AgriLife's standard Facility Use Addendum. The latest version of the Facility Use Addendum can be found and downloaded from the forms section of the AgriLife Administrative Services website - <http://agrilifeas.tamu.edu/forms/numerical/> (The Addendum is form number AG-126R for Research, AG-126E for Extension, AG-126T for TVMDL).

Before arrangements with the hotel/facility are finalized, the hotel/facility should be asked to review and sign AgriLife's standard Facility Use Addendum in order to modify the hotel/facility agreement in accordance with state law and AgriLife policies. If the hotel/facility accepts the Facility Use Addendum as is, the AgriLife Contract Office does not need to review or approve the hotel/facility agreement. The Unit Head may sign the hotel/facility agreement and Addendum and both documents may be returned to the hotel/facility to finalize the reservations.

If the total amount of the agreement exceeds fifty thousand dollars (\$50,000.00) or if the hotel/facility requests revisions to the Addendum (or refuses to sign it), the agreement must be approved by AgriLife Administrative Services. In such case, please forward the agreement to the AgriLife Contract Office for review and approval at contracts@ag.tamu.edu.

Hotel/facility agreements in excess of \$10,000 will still need a FAMIS requisition processed thru AgriLife Purchasing. The requisition should indicate "Confirming Order for Payment Purposes Only" with a copy of the signed agreement and signed Facility Use Addendum along with an invoice attached in Laserfiche. Note that the items must be broken down by object code on the requisition. If the purchase involves SRS funds then the project administrator's approval must also be included in the supporting documentation submitted to Purchasing.

Note: This new delegation of authority does not preclude a unit head from seeking Contract Office review of any agreement.

For questions, please contact: Tammy Hood, Administrative Assistant at tammy.hood@ag.tamu.edu or Paula Mathers, Contracts Administrator at pmathers@tamu.edu or by phone at 979-862-3269.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>