

Texas A&M AgriLife Extension Service Procedures

25.07.01.X0.01 | Delegation of Authority and Contract Administration

Revised: May 14, 2019

Next Scheduled Review: May 14, 2024



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PROCEDURE STATEMENT

System Policy 25.07, *Contract Administration*, and System Regulation 25.07.01, *Contract Administration, Delegations, and Reporting*, outline requirements for contract administration procedures to include specific delegations of authority for contracts and agreements. These delegations also encompass employment contracts, contracts and grants for research, and educational and service activities “consistent with a component’s mission,” along with others. System Policy 51.04, *Delegations of Authority on Construction Projects*, contains delegations of authority for construction contracts.

This procedure establishes the delegation of authority and contract administration procedures for Texas A&M AgriLife Extension Service (AgriLife Extension), in accordance with System Policy 25.07 and System Regulation 25.07.01.

PROCEDURES AND RESPONSIBILITIES

The Extension Service delegation of authority is specified in [Extension Service Delegation of Authority for Contract Administration](#), which identifies the individuals authorized to approve documents relating to contracts and agreements.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 25.07](#), *Contract Administration*

[System Policy 51.04](#), *Delegations of Authority on Construction Projects*

[System Regulation 25.07.01](#), *Contract Administration, Delegations, and Reporting*

[System Regulation 51.04.01](#), *Chancellor’s Delegation of Authority on Construction Projects*

[Extension Service Delegation of Authority for Contract Administration](#)

CONTACT OFFICE

Questions regarding this procedure should be referred to the AgriLife Assistant Director of Management of Information at 979-845-4759.

REVISION HISTORY

Approved: January 29, 2003
Revised: December 15, 2010
Revised: August 27, 2012
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