

# Texas A&M AgriLife Extension Service Procedures

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

Reviewed: August 8, 2024

Next Scheduled Review: August 8, 2029

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## PROCEDURE SUMMARY

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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.

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## PROCEDURES AND RESPONSIBILITIES

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Delegation of authority within Texas A&M AgriLife (AgriLife) is specified in the *AgriLife Table of Delegated Authority*, which identifies the individuals authorized to approve documents in accordance with the *AgriLife Delegation of Authority*.

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## RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

[System Policy 51.04](#), *General Requirements and 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](#)

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## CONTACT OFFICE

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Questions regarding this procedure should be referred to the Director, Contracts, at [contracts@ag.tamu.edu](mailto:contracts@ag.tamu.edu) or 979.845.7879.

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## REVISION HISTORY

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Approved: January 29, 2003  
Revised: December 15, 2010  
August 27, 2012  
December 3, 2015  
May 14, 2019  
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