

TEXAS A&M AGRILIFE EXTENSION SERVICE
Delegation of Authority for Contract Administration
Fiscal Year 2024

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts. Furthermore, in accordance with System Policy 25.07, §6, CEOs have the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and may delegate such authority to designees.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for (1) all contracts less than \$750,000, and (2) all contracts described in System Policy 25.07, §3, is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice Chancellor and Dean for Agriculture and Life Sciences or Executive Associate Vice Chancellor and Chief Operating Officer is delegated the authority to execute the contract.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

Legend:

Asst.	Assistant	HUB	Historically Underutilized Businesses
AVC	Associate Vice Chancellor	OGC	Office of General Counsel
BOR	Board of Regents	PD	Executive Director, Procurement
CEO	Chief Executive Officer	PI	Principal Investigator
CFO	Chief Financial Officer	SERO	System Energy Resource Office
CIO	Chief Information Officer	SOBA	System of Budgets & Accounting
EAVC- COO	Executive Associate Vice Chancellor and Chief Operating Officer	SR	System Regulation
ED-FPC	Executive Director, Facilities, Planning & Construction	SREO	System Real Estate Office
FPC	Facilities, Planning & Construction	SP	System Policy

SRS	Texas A&M Sponsored Research Services – Director, Assoc. Executive Director & Executive Director	TI	Texas A&M Innovation
System	The Texas A&M University System	VCR	Vice Chancellor for Research
TTC	Texas A&M Technology Commercialization	VCBA	Vice Chancellor for Business Affairs

Notes:

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
 - a. contracts and agreements entered into pursuant to a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
 - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
 - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to AgriLife Procurement to ensure proper reporting is completed.

- 6 Questions regarding contract administration should be directed to the AgriLife Contract Office as outlined in Texas A&M AgriLife Extension Service Rule 25.07.99.A1, Contract Administration.
- 7 Texas A&M AgriLife Extension Service does not recognize contracts signed by Texas A&M AgriLife Extension Service employees or agents as binding on the Agency unless the employee who signed the contract has duly delegated signature authority
- 8 Employees who sign contracts purporting to bind the Agency without authority may be personally liable to the contractor and Texas A&M AgriLife Extension Service, and may be subject to Agency disciplinary action, up to and including dismissal or discharge for cause.
- 9 Contracts, including electronic agreements, signed without proper authority shall not be binding on the Agency.
- 10 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
1. ADVERTISING AGREEMENTS			
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> • Contract Office • Ethics & Compliance 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
3. ARTICULATION AGREEMENTS			
4. ATHLETIC AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)			
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
5. COLLECTION AGENCY AGREEMENTS			
5.1 Collection of Accounts (<i>See 5.1.1 below</i>). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i>			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not</i>	<ul style="list-style-type: none"> • Department Head • CFO • OGC 	<ul style="list-style-type: none"> • CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution. 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>originals) and approve all collection agency contracts for the System and its members.</i>			
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> • Director of Facilities • Procurement Office • HUB Coordinator • EAVC-COO 	<ul style="list-style-type: none"> • Director of Facilities or • CFO or • Director Or • EAVC-COO 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • Director of Facilities • Procurement Office • HUB Coordinator • CFO • EAVC-COO • TAMU Presidents office (on campus) • OGC • Chancellor/Designee 	<ul style="list-style-type: none"> • Board of Regents 	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • Director of Facilities • Procurement Office • HUB Coordinator • CFO • EAVC-COO 	<ul style="list-style-type: none"> • Director or • Associate Director or • CFO 	
7. CONSULTING AGREEMENTS			
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
8.1 Personal Property with Restrictions <i>(including indemnification)</i> on Acceptance <i>(including cash or cash equivalents)</i> See SP 21.05.	<ul style="list-style-type: none"> • Unit Head As necessary: • Director of Property • Financial Reporting Office • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
8.2 Real Property <i>(including all bequests)</i> All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>			
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	<ul style="list-style-type: none"> • Unit Head 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> • Unit Head(s) • Human Resources 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
9.1.13 Graduate Assistants <i>(initial employment agreement for graduate student assistants)</i>	<ul style="list-style-type: none"> • Unit HR Coordinator 	<ul style="list-style-type: none"> • Unit Head 	<ul style="list-style-type: none"> • Unit Head
9.2 Non-Faculty Employment Appointments			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> • Unit HR Coordinator 	<ul style="list-style-type: none"> • Unit Head 	<ul style="list-style-type: none"> • Unit Head
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> • Unit HR Coordinator 	<ul style="list-style-type: none"> • Unit Head 	<ul style="list-style-type: none"> • Unit Head
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
11. EQUIPMENT LEASE AGREEMENTS			
<i>Texas A&M AgriLife Extension Service as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of Texas A&M AgriLife Extension Service-owned equipment.</i>	<ul style="list-style-type: none"> • Unit Head/Designee • Contract Office • CFO • OGC >\$100,000 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
<i>Texas A&M AgriLife Extension Service as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for Texas A&M AgriLife Extension Service use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Unit Head/Designee <\$25,000 • Procurement Office >\$25,000 As necessary: <ul style="list-style-type: none"> • Contract Office • OGC >\$100,000 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
11.4 Equipment Lease (Rental) <i>Rental of equipment for Texas A&M AgriLife Extension Service use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Unit Head/Designee <\$25,000 • Procurement Office >\$25,000 As necessary: <ul style="list-style-type: none"> • Contract Office • OGC >\$100,000 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Construction related – Construction Engineer or Facilities Manager • Intellectual Property – Contract Office • Real Estate Related – Contract Office/System Real Estate/OGC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
13. FINANCIAL CONTRACTS – Treasury Services			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • Treasury Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • Treasurer Services • PD > \$10,000 • OGC ≥ \$100,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> • Unit Head • Contract Office Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority
14.4 Funding Agreements (Non-Academic; Non-Sponsored Research)	<ul style="list-style-type: none"> • Unit Head • Contract Office Or 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> SRS administered projects follow the SRS delegation of authority 		
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO General Counsel
15.6 Administrative Contracts	<ul style="list-style-type: none"> Risk Management PD > \$1,000,000 OGC ≥ \$100,000 	<ul style="list-style-type: none"> Director, Risk Management 	<ul style="list-style-type: none"> Director, Risk Management (after OGC review) S-CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (<i>Technology Transfer</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.2.1 Non-Patent License Agreement (<i>Technology Transfer</i>) (System controlled or owned) trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> • Contract Office • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes 	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • Contract Office • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.		See Section 22.3 herein.
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • Contract Office • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes 	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.7.1 Assignment of Intellectual Property to Third Party (<i>IP does not exist at time of Sponsored Research Agreement</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR 	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR 	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.1 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> • See Section 24.6 	<ul style="list-style-type: none"> • See Section 24.6 	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • IP Creator • TI • ECO 	<ul style="list-style-type: none"> • N/A 	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> • IP Creators • TI 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement 	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • IP Creator • TI • OGC for trademarks • VCR 	<ul style="list-style-type: none"> • TI controls prosecution and registrations • 	
16.2.4 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> • IP Creator • CEO • TI (copyright only) • OGC for trademarks 	<ul style="list-style-type: none"> • TI controls prosecution and registrations (copyright only) • CEO approves expenses for member 	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • Contract Office • CEO 	<ul style="list-style-type: none"> • CEO 	
16.4 Nondisclosure/Confidentiality Agreements			
16.4.1 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property* * IP that is covered by IP disclosure or is a declared variety	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.4.2 Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic	<ul style="list-style-type: none"> • TI • OGC 	<ul style="list-style-type: none"> • VCR approves and executes 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
commitments between TI and Non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i>)	<ul style="list-style-type: none"> • VCR 		
16.6 Business Entity to Commercialize System Intellectual Property			
16.6.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> • CEO (If Member sponsored creation of Entity) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • Contract Office (if Member sponsored investment) • CEO (if Member sponsored investment) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • TI • OGC • VCR • Chancellor 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes 	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO via OGC process • VCR (if patent) 	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • Contract Office • CEO 	<ul style="list-style-type: none"> • Chancellor or VCR 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> • TI • OGC • SOBA • VCR • Chancellor 		
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • Contract Office • CEO • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO • VCR (if patent) 	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • Contract Office Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/designee Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS – follow SRS Delegation of Authority
17.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> • Contract Office Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS – follow SRS Delegation of Authority
18. INTRA-SYSTEM AGREEMENT * Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	As necessary: <ul style="list-style-type: none"> • Contract Office • CFO 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
19. LEGAL (SP 09.04, SR 09.04.01)			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
19.1 Litigation (See 19.1.1 below) All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.			
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> • OGC • Chancellor • 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor (more than \$300K BOR)
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> • Department Head • OGC • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor 	<ul style="list-style-type: none"> • General Counsel • Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between Texas A&M AgriLife Extension Service and non-Texas A&M AgriLife Extension Service entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> • Contract Office As necessary: <ul style="list-style-type: none"> • Ethics & Compliance • OGC • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22. PURCHASE AGREEMENTS (Texas A&M AgriLife Extension Service acquiring goods and services not addressed in Section 27)			
22.1 Texas A&M AgriLife Extension Service Purchase Orders <i>Purchase of goods or services from outside vendor using standard forms promulgated by Texas A&M AgriLife Extension Service, which are processed through the appropriate bid process in accordance with Texas A&M AgriLife Extension Service policies and State requirements.</i>	<ul style="list-style-type: none"> • Unit Head/Designee As required for >\$25,000: <ul style="list-style-type: none"> • Procurement Office • HUB Coordinator 	<ul style="list-style-type: none"> • Unit Head/Designee <\$25,000 • Procurement Director/Designee >\$25,000 	<ul style="list-style-type: none"> • Procurement Director/Designee
22.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> • Unit Head/Designee As required for >\$25,000: <ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> • Procurement Office • HUB Coordinator 		
22.3 Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> • Unit Head/Designee • Procurement Office >\$25,000 As required: <ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> • Unit Head/Designee • Procurement Office >\$25,000 As required: <ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> • Unit Head/Designee As required: <ul style="list-style-type: none"> • Procurement Office • HUB Coordinator • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.4 Memberships <ul style="list-style-type: none"> • <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i> 			
22.4.1 Professional/Service Associations <i>Purchase by TAMUS on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	Group or Institution <ul style="list-style-type: none"> • Unit Head • CFO 	Group Institution <ul style="list-style-type: none"> • CFO Or • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.4.2 Social/Individual <i>Purchase by Texas A&M AgriLife Extension Service on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Social Memberships are not typically paid by Texas A&M AgriLife Extension Service 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> Reviewed by CFO on an individual basis 		
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> OGC As necessary: <ul style="list-style-type: none"> Contract Office CFO 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> Contract Office Procurement Office >\$25,000 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> Unit Head As necessary: <ul style="list-style-type: none"> Financial Reporting Office Property Office 	<ul style="list-style-type: none"> CFO 	<ul style="list-style-type: none"> Director/Designee
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> Procurement Office >\$25,000 As necessary: <ul style="list-style-type: none"> Contract Office OGC 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> Director or Associate Director SREO and/or SLMO OGC 	<ul style="list-style-type: none"> BOR approval required if consideration is over \$1,000,000 Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less 	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> Director or Associate Director SREO OGC Chancellor or S-CFO 	<ul style="list-style-type: none"> Chancellor, S-CFO or General Counsel executes all documents (after BOR approval) 	

¹ Per *SP 41.01.01, §1.5*, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i> 	<ul style="list-style-type: none"> ● Director or Associate Director ● SREO and/or SLMO ● OGC ● SOBA 	<ul style="list-style-type: none"> ● Director or Associate Director can accept after approval of OGC and SOBA ● S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices 	
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> ○ <i>SREO oversees all activities required to dispose of or exchange real property.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> ● Director or Associate Director ● SREO and/or SLMO ● OGC 	<ul style="list-style-type: none"> ● Chancellor or S-CFO executes after BOR approval, if necessary 	
23.5 Lease of Real Property			
23.5.1 TO 3 rd Parties <ul style="list-style-type: none"> ○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> ● Director or Associate Director ● SREO ● OGC ● Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> ● Director or Associate Director if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR 	
23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for Texas A&M AgriLife Extension Service use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i>	<ul style="list-style-type: none"> ● Director or Associate Director ● SREO ● OGC 	<ul style="list-style-type: none"> ● Director or Associate Director, Chancellor or S-CFO depending on term, amount and property assignment. SP 41.01 and SR 41.01.01 approvals: <ul style="list-style-type: none"> ● 5 yrs. or less/\$500,000 or less – Director or Associate Director or S-CFO ● 10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO ● More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for Texas A&M AgriLife Extension Service use for a specific student retreat.</i>	<ul style="list-style-type: none"> • Contract Office • Director or Associate Director • SLMO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director 	
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> • Director or Associate Director • SERO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction 	
23.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> • Director or Associate Director • SERO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction • Chancellor or S-CFO (if BOR approval required) 	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • Director or Associate Director • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval 	
23.7 Housing Agreements			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • Contract Office • SREO • OGC 	<ul style="list-style-type: none"> • Director or CFO 	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • Contract Office • SREO • OGC 	<ul style="list-style-type: none"> • Director or CFO 	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • Contract Office • SREO • OGC 	<ul style="list-style-type: none"> • Director or CFO 	
23.8 Other Grants of Rights Related to Real Property			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • As needed: Contract Office • Associate Director • SREO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director or CFO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • As needed: Contract Office • SREO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director or CFO • VCBA or Managing Counsel, Property & Construction 	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • As needed: Contract Office • SREO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director or CFO • VCBA or Managing Counsel, Property & Construction if property assigned to System Offices 	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO 	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV or ED-BA 	
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents	<ul style="list-style-type: none"> • Contract Office • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director • VCBA or ED-BA 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)			
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • Contract Office • SREO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director • S-CFO or VCBA 	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA 	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director • VCBA 	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> • Director or Associate Director • SREO • OGC 	<ul style="list-style-type: none"> • Director or Associate Director • VCBA or Managing Counsel, Property & Construction 	
24. RESEARCH AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> • Contract Office Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority 	
24.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor	<ul style="list-style-type: none"> • Contract Office Or 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> SRS administered projects follow the SRS delegation of authority 		
24.3 Proposal Submissions	<ul style="list-style-type: none"> Contract Office Or SRS Unit Head Contract Office 	<ul style="list-style-type: none"> Director/Designee Or SRS administered projects follow the SRS delegation of authority 	
24.4 Teaming Agreements	<ul style="list-style-type: none"> Contract Office 	<ul style="list-style-type: none"> Director/Designee 	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> Contract Office Or SRS 	<ul style="list-style-type: none"> Director/Designee Or SRS administered projects follow the SRS delegation of authority 	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> Contract Office Or SRS As necessary: <ul style="list-style-type: none"> TTC 	<ul style="list-style-type: none"> Director/Designee Or SRS administered projects follow the SRS delegation of authority 	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> Contract Office Or SRS 	<ul style="list-style-type: none"> Director/Designee Or SRS administered projects follow SRS delegation of authority 	
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
24.9 Misc. Research Agreements and agreements ancillary to research agreements (e.g., <i>Vessel Time Charter Agreements</i>)	<ul style="list-style-type: none"> Contract Office Or SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> Director/Designee Or SRS administered projects follow the SRS delegation of authority 	
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> Contract Office 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
26. SALES AGREEMENTS (Texas A&M AgriLife Extension Service providing goods or services)			
26.1 Consultant/Professional Service Agreements (non-statutory)	<ul style="list-style-type: none"> Contract Office Or 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Texas A&M AgriLife Extension Service acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> • SRS 		
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> • Contract Office Or • SRS 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Unit Head/APO • Director of Property 	<ul style="list-style-type: none"> • Director of Property 	<ul style="list-style-type: none"> • Director/Designee
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Unit Head/APO • Director of Property 	<ul style="list-style-type: none"> • Director of Property 	<ul style="list-style-type: none"> • Director/Designee
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Unit Head/APO • Director of Property 	<ul style="list-style-type: none"> • Director of Property 	<ul style="list-style-type: none"> • Director/Designee
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Unit Head/APO • Director of Property 	<ul style="list-style-type: none"> • Director of Property 	<ul style="list-style-type: none"> • Director/Designee
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> • Contract Office As needed • OGC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27. SERVICES AGREEMENTS (Texas A&M AgriLife Extension Service acquiring services)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Procurement Office >\$25,000 • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Procurement Office >\$25,000 Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> • Procurement Office >\$25,000 • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.4 Maintenance Agreements			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Unit Head/Designee • Procurement Office >\$25,000 • Contract Office • 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Unit Head/Designee • Procurement Office >\$25,000 • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Procurement Office >\$25,000 • Contract Office As necessary: <ul style="list-style-type: none"> • OGC • SREO 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</i>	<ul style="list-style-type: none"> • Contract Office • Procurement Office >\$25,000 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Procurement Office >\$25,000 • Contract Office As necessary: <ul style="list-style-type: none"> • OGC • SREO 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
28.2 Exhibition Loan Agreements	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>			
29. PROCURED AGREEMENTS * Per System Policy 25.07, §6, monetary categories above do not apply to procured agreements as described in System Policy 25.07, §3(c)			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	<ul style="list-style-type: none"> • See Section 22 herein. 	<ul style="list-style-type: none"> • See Section 22 herein. 	<ul style="list-style-type: none"> • See Section 22 herein.
30. UNCLASSIFIED/OTHER AGREEMENTS			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
30.2 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee