

**TEXAS A&M VETERINARY MEDICAL DIAGNOSTIC LABORATORY**  
**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 Office 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 Research Rule 25.07.99.A1, Contract Administration.
- 7 Texas A&M Veterinary Medical Diagnostic Laboratory does not recognize contracts signed by Texas A&M Veterinary Medical Diagnostic Laboratory 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 Veterinary Medical Diagnostic Laboratory, 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)
<b>1. ADVERTISING AGREEMENTS</b>			
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• Ethics &amp; Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>3. ARTICULATION AGREEMENTS</b>			
<b>4. ATHLETIC AGREEMENTS</b> * 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)			
<b>5. COLLECTION AGENCY AGREEMENTS</b>			
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 originals) and approve all collection agency contracts for the System and its members.</i>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• CFO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, CFO or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b></li> </ul>	

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<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>			
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> <li>• Director of Facilities</li> <li>• Procurement Office</li> <li>• HUB Coordinator</li> <li>• EAVC-COO</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Facilities or</li> <li>• CFO or</li> <li>• Director Or</li> <li>• EAVC-COO</li> </ul>	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>• Director of Facilities</li> <li>• Procurement Office</li> <li>• HUB Coordinator</li> <li>• CFO</li> <li>• EAVC-COO</li> <li>• TAMU Presidents office (on campus)</li> <li>• OGC</li> <li>• Chancellor/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents</li> </ul>	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• Director of Facilities</li> <li>• Procurement Office</li> <li>• HUB Coordinator</li> <li>• CFO</li> <li>• EAVC-COO</li> </ul>	<ul style="list-style-type: none"> <li>• Director or</li> <li>• Associate Director or</li> <li>• CFO</li> </ul>	
<b>7. CONSULTING AGREEMENTS</b>			
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 3<sup>rd</sup> parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
<b>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>			
8.1 Personal Property with Restrictions (including indemnification) on	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul> As necessary:	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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Acceptance <i>(including cash or cash equivalents)</i> See SP 21.05.	<ul style="list-style-type: none"> <li>• Director of Property</li> <li>• Financial Reporting Office</li> <li>• Contract Office</li> </ul>		
8.2 Real Property <i>(including all bequests)</i> <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	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.
<b>9. EMPLOYMENT APPOINTMENTS</b>			
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"> <li>• Unit Head</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
9.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> <li>• Unit Head(s)</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
9.1.13 Graduate Assistants <i>(initial employment agreement for graduate student assistants)</i>	<ul style="list-style-type: none"> <li>• Unit HR Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>
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"> <li>• Unit HR Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• Unit HR Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration</b>			
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>Texas A&amp;M Veterinary Medical Diagnostic Laboratory as Lessor</i>			

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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&amp;M Veterinary Medical Diagnostic Laboratory-owned equipment.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Contract Office</li> <li>• CFO</li> <li>• OGC &gt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>Texas A&amp;M Veterinary Medical Diagnostic Laboratory as Lessee</b>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for Texas A&amp;M Veterinary Medical Diagnostic Laboratory use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$25,000</li> <li>• Procurement Office</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• Contract Office</li> <li>• OGC &gt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
11.4 Equipment Lease (Rental) <i>Rental of equipment for Texas A&amp;M Veterinary Medical Diagnostic Laboratory use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$25,000</li> <li>• Procurement Office &gt;\$25,000</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• Contract Office</li> <li>• OGC &gt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> <li>• Construction related – Construction Engineer or Facilities Manager</li> <li>• Intellectual Property – Contract Office</li> <li>• Real Estate Related – Contract Office/System Real Estate/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>

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<b>13.2 Investment Management (SP 22.02)</b>			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
<b>13.3 Debt Management (SP 23.02, RFS, HEF and PUF)</b>			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> <li>• Treasury Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> <li>• General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> <li>• General Counsel</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>• Treasurer Services</li> <li>• PD &gt; \$10,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• DCIO</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)</b>			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>
14.4 Funding Agreements ( <i>Non-Academic; Non-Sponsored Research</i> )	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			

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)
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"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <b><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></b>	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
15.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> <li>• General Counsel</li> </ul>
15.6 Administrative Contracts	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• PD &gt; \$1,000,000</li> <li>• OGC ≥ \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Risk Management (after OGC review)</li> <li>• S-CFO</li> </ul>
<b>16. INTELLECTUAL PROPERTY (SP 17.01) * Monetary categories above do not apply to this section per System Policy 25.07, §6</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement (Technology Transfer)	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	



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	<ul style="list-style-type: none"> <li>• VCR</li> </ul>		
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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
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"> <li>• Contract Office</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• CEO approves for member and VCR approves and executes</li> </ul>	
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• CEO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• CEO executes</li> </ul>	
16.1.5 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	

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"> <li>• VCR</li> </ul>		
16.1.6 Inter-Institutional Agreement ( <i>educational institutions</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves waiver of ownership of IP created under Sponsored Research Agreement</li> <li>• Upon creation of IP, assignment executed by VCR</li> </ul>	
16.1.7.2 Assignment of Intellectual Property to Third Party ( <i>Existing IP</i> )	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• Assignment executed by VCR</li> </ul>	
16.1.8 Intellectual Property Release to IP Creator	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.9.1 Material Transfer Agreement covering System Intellectual Property ( <i>Commercial and Non-Commercial</i> )	<ul style="list-style-type: none"> <li>• CEO</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
16.1.9.2 Other Material Transfer or Evaluation Agreements	<ul style="list-style-type: none"> <li>• See Section 24.6</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 24.6</li> </ul>	
<b>16.2 Disclosure and Protection of Intellectual Property</b>			
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TI</li> <li>• ECO</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TI</li> </ul>	<ul style="list-style-type: none"> <li>• If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators</li> </ul>	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• IP Creators</li> <li>• TI</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	
16.2.3 Intellectual Property Application and Prosecution (patents;	<ul style="list-style-type: none"> <li>• IP Creator</li> <li>• TI</li> </ul>	<ul style="list-style-type: none"> <li>• TI controls prosecution and registrations</li> </ul>	

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)
copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> <li>• OGC for trademarks</li> <li>• VCR</li> </ul>		
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"> <li>• IP Creator</li> <li>• CEO</li> <li>• TI (copyright only)</li> <li>• OGC for trademarks</li> </ul>	<ul style="list-style-type: none"> <li>• TI controls prosecution and registrations (copyright only)</li> <li>• CEO approves expenses for member</li> </ul>	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• CEO</li> </ul>	<ul style="list-style-type: none"> <li>• CEO</li> </ul>	
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"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	
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 commitments between TI and Non-System entities ( <i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research</i>	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR approves and executes</li> </ul>	

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>investment by entities in a foreign country; and promoting history of System students and foreign country)</i>			
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"> <li>• CEO (If Member sponsored creation of Entity)</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.6.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> <li>• Contract Office (if Member sponsored investment)</li> <li>• CEO (if Member sponsored investment)</li> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.7 Intellectual Property Gifts			
16.7.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• TI</li> <li>• OGC</li> <li>• VCR</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Chancellor via OGC process</li> <li>• VCR executes</li> </ul>	
16.7.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TI (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO via OGC process</li> <li>• VCR (if patent)</li> </ul>	
16.7.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• CEO</li> <li>• TI</li> <li>• OGC</li> <li>• SOBA</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or VCR</li> </ul>	

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)
16.7.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Contract Office</li> <li>• CEO</li> <li>• OGC</li> <li>• TI (if patent)</li> <li>• VCR (if patent)</li> </ul>	<ul style="list-style-type: none"> <li>• Member CEO</li> <li>• VCR (if patent)</li> </ul>	
16.8 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TI</li> <li>• VCR</li> </ul>	<ul style="list-style-type: none"> <li>• VCR</li> </ul>	
<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b> * 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"> <li>• Contract Office</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>
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"> <li>• Contract Office</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>
<b>18. INTRA-SYSTEM AGREEMENT</b> * 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"> <li>• Contract Office</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>			
19.1 Litigation (See 19.1.1 below) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b>	<ul style="list-style-type: none"> <li>• OGC</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor (more than \$300K BOR)</li> </ul>

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)
<b>More than \$300,000 BOR</b>	•		
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"> <li>• Department Head</li> <li>• OGC</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Chancellor</li> </ul>
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC</b>			
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between Texas A&amp;M Veterinary Medical Diagnostic Laboratory and non-Texas A&amp;M Veterinary Medical Diagnostic Laboratory entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• Ethics &amp; Compliance</li> <li>• OGC</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>22. PURCHASE AGREEMENTS</b> ( <i>Texas A&amp;M Veterinary Medical Diagnostic Laboratory acquiring goods and services not addressed in Section 27</i> )			
22.1 <i>Texas A&amp;M Veterinary Medical Diagnostic Laboratory Purchase Orders Purchase of goods or services from outside vendor using standard forms promulgated by Texas A&amp;M Veterinary Medical Diagnostic Laboratory, which are processed through the appropriate bid process in accordance with Texas A&amp;M Veterinary Medical Diagnostic Laboratory policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> </ul> As required for >\$25,000: <ul style="list-style-type: none"> <li>• Procurement Office</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$25,000</li> <li>• Procurement Director/Designee &gt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement Director/Designee</li> </ul>
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"> <li>• Unit Head/Designee</li> </ul> As required for >\$25,000: <ul style="list-style-type: none"> <li>• Contract Office</li> <li>• Procurement Office</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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)
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"> <li>• Unit Head/Designee</li> <li>• Procurement Office &gt;\$25,000</li> </ul> As required: <ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Procurement Office &gt;\$25,000</li> </ul> As required: <ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.3.3 Intellectual Property (non through TI) <i>Contract containing IP Provisions</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> </ul> As required: <ul style="list-style-type: none"> <li>• Procurement Office</li> <li>• HUB Coordinator</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.4 Memberships <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"> <li>• Unit Head</li> <li>• CFO</li> </ul>	Group Institution <ul style="list-style-type: none"> <li>• CFO</li> <li>Or</li> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.4.2 Social/Individual <i>Purchase by Texas A&amp;M Veterinary Medical Diagnostic Laboratory on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• Social Memberships are not typically paid by Texas A&amp;M Veterinary Medical Diagnostic Laboratory</li> <li>• Reviewed by CFO on an individual basis</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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)
	As necessary: <ul style="list-style-type: none"> <li>• Contract Office</li> <li>• CFO</li> </ul>		
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• Procurement Office &gt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• Financial Reporting Office</li> <li>• Property Office</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> <li>• Procurement Office &gt;\$25,000</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• Contract Office</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>			
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"> <li>• Director or Associate Director</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• BOR approval required if consideration is over \$1,000,000</li> <li>• Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less</li> </ul>	
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"> <li>• Director or Associate Director</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or S-CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor, S-CFO or General Counsel executes all documents <b>(after BOR approval)</b></li> </ul>	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> ○ <i>SREO oversees all acquisitions of real property.</i>	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director can accept after approval of OGC and SOBA</li> </ul>	

<sup>1</sup> 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.



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<ul style="list-style-type: none"> <li>○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i></li> </ul>	<ul style="list-style-type: none"> <li>● SOBA</li> </ul>	<ul style="list-style-type: none"> <li>● S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices</li> </ul>	
<p>23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i></p> <ul style="list-style-type: none"> <li>○ <i>SREO oversees all activities required to dispose of or exchange real property.</i></li> <li>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>	<ul style="list-style-type: none"> <li>● Director or Associate Director</li> <li>● SREO and/or SLMO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● Chancellor or S-CFO executes after BOR approval, if necessary</li> </ul>	
<p>23.5 Lease of Real Property</p>			
<p>23.5.1 TO 3<sup>rd</sup> Parties</p> <ul style="list-style-type: none"> <li>○ <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></li> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul>	<ul style="list-style-type: none"> <li>● Director or Associate Director</li> <li>● SREO</li> <li>● OGC</li> <li>● Chancellor or S-CFO (if property assigned to System Offices)</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> </ul>	
<p>23.5.2 FROM 3<sup>rd</sup> Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for Texas A&amp;M Veterinary Medical Diagnostic Laboratory use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> <li>● Director or Associate Director</li> <li>● SREO</li> <li>● OGC</li> </ul>	<ul style="list-style-type: none"> <li>● Director or Associate Director, Chancellor or S-CFO depending on term, amount and property assignment.</li> </ul> <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> <li>● <b>5 yrs. or less/\$500,000 or less – Director or Associate Director or S-CFO</b></li> <li>● <b>10 yrs. or less/over \$500,000 to \$1,000,000– Chancellor or S-CFO</b></li> <li>● <b>More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval</b></li> </ul>	
<p>23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for Texas A&amp;M</i></p>	<ul style="list-style-type: none"> <li>● Contract Office</li> <li>● Director or Associate Director</li> <li>● SLMO</li> </ul>	<ul style="list-style-type: none"> <li>● Director or Associate Director</li> </ul>	

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<i>Veterinary Medical Diagnostic Laboratory use for a specific student retreat.</i>	<ul style="list-style-type: none"> <li>• OGC</li> </ul>		
<b>23.6 Easements (SP 41.01, §6)</b>			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	
23.6.2 System as Grantee (easement across 3 <sup>rd</sup> party's property) <b>(Requires BOR approval if over \$300,000)</b>	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> <li>• Chancellor or S-CFO (if BOR approval required)</li> </ul>	
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO executes after BOR approval</li> </ul>	
<b>23.7 Housing Agreements</b>			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or CFO</li> </ul>	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or CFO</li> </ul>	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or CFO</li> </ul>	
<b>23.8 Other Grants of Rights Related to Real Property</b>			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic	<ul style="list-style-type: none"> <li>• As needed: Contract Office</li> <li>• Associate Director</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director or CFO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	

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)
use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> <li>• OGC</li> </ul>		
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• As needed: Contract Office</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director or CFO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> 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"> <li>• As needed: Contract Office</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director or CFO</li> <li>• VCBA or Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or S-CFO</li> </ul>	
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"> <li>• SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA, Landman IV or ED-BA</li> </ul>	
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 containing statements of fact; Correction instruments and non-	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• SREO and/or SLMO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• VCBA or ED-BA</li> </ul>	

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)
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"> <li>• Contract Office</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• S-CFO or VCBA</li> </ul>	
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• S-CFO or VCBA</li> </ul>	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• VCBA</li> </ul>	
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"> <li>• Director or Associate Director</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director or Associate Director</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	
<b>24. RESEARCH AGREEMENTS</b> * 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"> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	
24.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	

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)
subcontractor signing the agreement with a lower-tier subcontractor).			
24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> <li>• Unit Head</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	
24.4 Teaming Agreements	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	
24.7 Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow SRS delegation of authority</li> </ul>	
	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
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"> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25.1 Revenue Generating	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>26. SALES AGREEMENTS (Texas A&amp;M Veterinary Medical Diagnostic Laboratory providing goods or services)</b>			
26.1 Consultant/Professional Service Agreements (non-statutory) <i>Texas A&amp;M Veterinary Medical Diagnostic Laboratory acting as</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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>consultant or performing professional service (including testing services).</i>			
26.1.1 Intellectual Property Agreements (Not through TI)	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>26.2 Property Transfer Agreements (inventoried and non-inventoried items)</b>			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>As needed</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>27. SERVICES AGREEMENTS (Texas A&amp;M Veterinary Medical Diagnostic Laboratory acquiring services)</b>			
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• Procurement Office &gt;\$25,000</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>• Procurement Office &gt;\$25,000</li> <li>Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
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"> <li>• Procurement Office &gt;\$25,000</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>27.4 Maintenance Agreements</b>			
27.4.1 Purchase with Equipment	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> <li>• Procurement Office &gt;\$25,000</li> <li>• Contract Office</li> </ul>		
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Procurement Office &gt;\$25,000</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
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"> <li>• Procurement Office &gt;\$25,000</li> <li>• Contract Office</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• OGC</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
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"> <li>• Contract Office</li> <li>• Procurement Office &gt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> <li>• Procurement Office &gt;\$25,000</li> <li>• Contract Office</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• OGC</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>28. SPECIAL EVENTS</b>			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
28.2 Exhibition Loan Agreements	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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<i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>			
<b>29. PROCURED AGREEMENTS</b> * 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"> <li>• See Section 22 herein.</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22 herein.</li> </ul>	<ul style="list-style-type: none"> <li>• See Section 22 herein.</li> </ul>
<b>30. UNCLASSIFIED/OTHER AGREEMENTS</b>			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
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"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>